

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
1A Chudleigh Road
Twickenham
TW2 7QP

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
38 Egerton Road
Twickenham
TW2 7SP

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
3B Egerton Road
Twickenham
TW2 7SL

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
71 Whitton Road
Twickenham
TW1 1BT

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
99B Whitton Road
Twickenham
TW1 1BZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
99D Whitton Road
Twickenham
TW1 1BZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
47 Whitton Road
Twickenham
TW1 1BH

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
22 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
32 Alton Gardens
Twickenham
TW2 7PD

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
55 Hall Farm Drive
Twickenham
TW2 7PG

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
11 Court Way
Twickenham
TW2 7SA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
71 Gladstone Avenue
Twickenham
TW2 7PS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
62 Gladstone Avenue
Twickenham
TW2 7PR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
56 Gladstone Avenue
Twickenham
TW2 7PR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
44 Gladstone Avenue
Twickenham
TW2 7PR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
30 Gladstone Avenue
Twickenham
TW2 7PR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals or views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
5 Craneford Way
Twickenham
TW2 7SB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
18 Craneford Close
Twickenham
TW2 7SD

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
15 Craneford Close
Twickenham
TW2 7SD

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
20 Gladstone Avenue
Twickenham
TW2 7PR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
3 Gladstone Avenue
Twickenham
TW2 7PS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
2B Court Way
Twickenham
TW2 7SN

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
35 Alton Gardens
Twickenham
TW2 7PD

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
18 Alton Gardens
Twickenham
TW2 7PD

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
149 Whitton Road
Twickenham
TW2 7QU

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
133 Whitton Road
Twickenham
TW1 1DF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
131 Whitton Road
Twickenham
TW1 1DF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Maisonette First And Second Floor
1 Heathfield South
Twickenham
TW2 7QN

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
41 Warren Road
Twickenham
TW2 7DH

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
43 Warren Road
Twickenham
TW2 7DH

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
11 Chase Gardens
Twickenham
TW2 7PB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
75 Whitton Road
Twickenham
TW1 1BT

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
8 Hall Farm Drive
Twickenham
TW2 7PQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
28 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
34 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
14 Hall Farm Drive
Twickenham
TW2 7PQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
26 Alton Gardens
Twickenham
TW2 7PD

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
38 Alton Gardens
Twickenham
TW2 7PD

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
57 Hall Farm Drive
Twickenham
TW2 7PG

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
40 Hall Farm Drive
Twickenham
TW2 7PQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
48 Hall Farm Drive
Twickenham
TW2 7PQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
60 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
72 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
80 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
70 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
64 Hall Farm Drive
Twickenham
TW2 7PQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
92 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
50 Hall Farm Drive
Twickenham
TW2 7PQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
56 Hall Farm Drive
Twickenham
TW2 7PQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
54 Godfrey Avenue
Twickenham
TW2 7PF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
82 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
84 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
35 Kneller Road
Twickenham
TW2 7DF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
27 Talma Gardens
Twickenham
TW2 7RB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Lower Flat
25 Talma Gardens
Twickenham
TW2 7RB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
69 Craneford Way
Twickenham
TW2 7SB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
38 Heathfield South
Twickenham
TW2 7SS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
60 Heathfield South
Twickenham
TW2 7SS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
55 Heathfield South
Twickenham
TW2 7SR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
33 Heathfield South
Twickenham
TW2 7SR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
97 Whitton Road
Twickenham
TW1 1BZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Room 2
189 Whitton Road
Twickenham
TW2 7QZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
77 Heathfield North
Twickenham
TW2 7QN

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
First Floor Flat
10 Heathfield South
Twickenham
TW2 7SS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 53
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 47
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
10 Denehurst Gardens
Twickenham
TW2 7PY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
99 Hall Farm Drive
Twickenham
TW2 7PG

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 26
Milton Lodge
Whitton Road
Twickenham
TW1 1BU

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 11
Milton Lodge
Whitton Road
Twickenham
TW1 1BU

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 2
Milton Lodge
Whitton Road
Twickenham
TW1 1BU

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
9 Cranemead Court
43 Whitton Road
Twickenham
TW1 1BL

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
223 Whitton Road
Twickenham
TW2 7QZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
197 Whitton Road
Twickenham
TW2 7QZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
163 Whitton Road
Twickenham
TW2 7QU

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
99 Whitton Road
Twickenham
TW1 1BZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
109 Whitton Road
Twickenham
TW1 1BZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
93 Whitton Road
Twickenham
TW1 1BZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
55 Whitton Road
Twickenham
TW1 1BT

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
26 The Ridge
Twickenham
TW2 7NQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
12 The Ridge
Twickenham
TW2 7NQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
4 The Ridge
Twickenham
TW2 7NQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
5 Russell Road
Twickenham
TW2 7QT

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
95 Redway Drive
Twickenham
TW2 7NN

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
19 Palmerston Road
Twickenham
TW2 7QX

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
105 Hall Farm Drive
Twickenham
TW2 7PG

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
17 Palmerston Road
Twickenham
TW2 7QX

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
10 Palmerston Road
Twickenham
TW2 7QX

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
8 Palmerston Road
Twickenham
TW2 7QX

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
111 Rosecroft Gardens
Twickenham
TW2 7PU

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
103 Rosecroft Gardens
Twickenham
TW2 7PU

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
3 Hall Farm Drive
Twickenham
TW2 7PG

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
54 Rosecroft Gardens
Twickenham
TW2 7PZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
39 Rosecroft Gardens
Twickenham
TW2 7PT

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
24 Rosecroft Gardens
Twickenham
TW2 7PZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
72 Heathfield North
Twickenham
TW2 7QW

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
68 Heathfield North
Twickenham
TW2 7QW

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
57 Heathfield North
Twickenham
TW2 7QN

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
50 Heathfield North
Twickenham
TW2 7QW

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
46 Heathfield North
Twickenham
TW2 7QW

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals or views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
15 Heathfield North
Twickenham
TW2 7QN

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
2 Kendrey Gardens
Twickenham
TW2 7PA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
38 Godfrey Avenue
Twickenham
TW2 7PF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
29 Godfrey Avenue
Twickenham
TW2 7PE

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
24 Godfrey Avenue
Twickenham
TW2 7PF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
17 Godfrey Avenue
Twickenham
TW2 7PE

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
9 Godfrey Avenue
Twickenham
TW2 7PE

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
3 Godfrey Avenue
Twickenham
TW2 7PE

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
31 Heatham Park
Twickenham
TW2 7SF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
29 Heatham Park
Twickenham
TW2 7SF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
10 Heatham Park
Twickenham
TW2 7SF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
84 Heathfield South
Twickenham
TW2 7SS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
72 Heathfield South
Twickenham
TW2 7SS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
102 Gladstone Avenue
Twickenham
TW2 7QA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
98 Gladstone Avenue
Twickenham
TW2 7QA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
90 Gladstone Avenue
Twickenham
TW2 7QA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
78 Gladstone Avenue
Twickenham
TW2 7QA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
50 Heathfield South
Twickenham
TW2 7SS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
45 Heathfield South
Twickenham
TW2 7SR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
21 Heathfield South
Twickenham
TW2 7SR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
59 Milner Drive
Twickenham
TW2 7PH

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
34 Kendrey Gardens
Twickenham
TW2 7PA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
32 Kendrey Gardens
Twickenham
TW2 7PA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
52 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
78 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
56 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
58 Hall Farm Drive
Twickenham
TW2 7PQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
62 Godfrey Avenue
Twickenham
TW2 7PF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Twickenham Stoop Stadium
Langhorn Drive
Twickenham
TW2 7SX

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
106 Redway Drive
Twickenham
TW2 7NW

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
76 The Ridge
Twickenham
TW2 7NQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
3 Kendrey Gardens
Twickenham
TW2 7PA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
7 Gladstone Avenue
Twickenham
TW2 7PS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
42 Gladstone Avenue
Twickenham
TW2 7PR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
27 Court Way
Twickenham
TW2 7SA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
56 Court Way
Twickenham
TW2 7SW

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals or views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
20A Chudleigh Road
Twickenham
TW2 7QR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
98 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 2
177 Whitton Road
Twickenham
TW2 7QZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
16 Cranemead Court
43 Whitton Road
Twickenham
TW1 1BL

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 67
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 62
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 61
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 55
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 52
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 45
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 44
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 39
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 36
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 31
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 23
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 22
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 18
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 17
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Annexe
15 Rosecroft Gardens
Twickenham
TW2 7PT

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 1
40 Chase Gardens
Twickenham
TW2 7PB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 3
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 2
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 3
2 Chudleigh Road
Twickenham
TW2 7QR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
13 Salliesfield
Kneller Road
Twickenham
TW2 7DQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
11 Salliesfield
Kneller Road
Twickenham
TW2 7DQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 3
Milton Lodge
Whitton Road
Twickenham
TW1 1BU

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
31 Milner Drive
Twickenham
TW2 7PH

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
14 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
63 Milner Drive
Twickenham
TW2 7PH

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
41 Milner Drive
Twickenham
TW2 7PH

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
222 Whitton Road
Twickenham
TW2 7RE

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
40 Alton Gardens
Twickenham
TW2 7PD

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
49 Kneller Road
Twickenham
TW2 7DF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
31 Kneller Road
Twickenham
TW2 7DF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
27 Kneller Road
Twickenham
TW2 7DF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
23 Kneller Road
Twickenham
TW2 7DF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
7 Kneller Road
Twickenham
TW2 7DF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
68 Gladstone Avenue
Twickenham
TW2 7PR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
36 Gladstone Avenue
Twickenham
TW2 7PR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
14 Gladstone Avenue
Twickenham
TW2 7PR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
13A Heathfield South
Twickenham
TW2 7SR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 38
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 28
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 27
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 19
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 15
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 14
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 13
Challenge Court
Langhorn Drive
Twickenham
TW2 7SY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 3
5 Kneller Road
Twickenham
TW2 7DF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
51 Whitton Road
Twickenham
TW1 1BT

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 4
2 Chudleigh Road
Twickenham
TW2 7QR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
107C Whitton Road
Twickenham
TW1 1BZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
107A Whitton Road
Twickenham
TW1 1BZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
25B Talma Gardens
Twickenham
TW2 7RB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
101 Whitton Road
Twickenham
TW1 1BZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
Flat 12
Milton Lodge
Whitton Road
Twickenham
TW1 1BU

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping.

Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
4 Cranemead Court
43 Whitton Road
Twickenham
TW1 1BL

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
29 Milner Drive
Twickenham
TW2 7PH

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
12 Milner Drive
Twickenham
TW2 7PJ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
7 Warren Road
Twickenham
TW2 7DH

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
117 Whitton Road
Twickenham
TW1 1BZ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
13 Kneller Road
Twickenham
TW2 7DF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
57 Gladstone Avenue
Twickenham
TW2 7PS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
52 Gladstone Avenue
Twickenham
TW2 7PR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
26 Gladstone Avenue
Twickenham
TW2 7PR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
19 Alton Gardens
Twickenham
TW2 7PD

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
6 Heathfield South
Twickenham
TW2 7SS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
1A Heathfield South
Twickenham
TW2 7SR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
21 Heathfield North
Twickenham
TW2 7QN

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
7 Heathfield North
Twickenham
TW2 7QN

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
4 Heatham Park
Twickenham
TW2 7SF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
81 Chudleigh Road
Twickenham
TW2 7QY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
52 Chudleigh Road
Twickenham
TW2 7QY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
40 Chudleigh Road
Twickenham
TW2 7QR

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
25 Rosecroft Gardens
Twickenham
TW2 7PT

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
11 Rosecroft Gardens
Twickenham
TW2 7PT

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
44 Godfrey Avenue
Twickenham
TW2 7PF

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
67 Court Way
Twickenham
TW2 7SA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
53 Court Way
Twickenham
TW2 7SA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
50 Court Way
Twickenham
TW2 7SN

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
43 Court Way
Twickenham
TW2 7SA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
13 Godfrey Avenue
Twickenham
TW2 7PE

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
18 The Ridge
Twickenham
TW2 7NQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
7 Palmerston Road
Twickenham
TW2 7QX

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
92 Heathfield South
Twickenham
TW2 7SS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
48 Heathfield South
Twickenham
TW2 7SS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
35 Talma Gardens
Twickenham
TW2 7RB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
22 Talma Gardens
Twickenham
TW2 7RD

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
19 Talma Gardens
Twickenham
TW2 7RB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
110 Craneford Way
Twickenham
TW2 7SQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
47 Craneford Way
Twickenham
TW2 7SB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
23 Craneford Way
Twickenham
TW2 7SB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
28 Heathfield South
Twickenham
TW2 7SS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
14 Heathfield South
Twickenham
TW2 7SS

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
18 Denehurst Gardens
Twickenham
TW2 7PY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
3 Egerton Road
Twickenham
TW2 7SL

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
31 Chase Gardens
Twickenham
TW2 7PB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
27 Kendrey Gardens
Twickenham
TW2 7PA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
24 Kendrey Gardens
Twickenham
TW2 7PA

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
154 Craneford Way
Twickenham
TW2 7SQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
36 Egerton Road
Twickenham
TW2 7SP

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
27 Egerton Road
Twickenham
TW2 7SL

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
29 Chase Gardens
Twickenham
TW2 7PB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
24 Chase Gardens
Twickenham
TW2 7PB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
17 Chase Gardens
Twickenham
TW2 7PB

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
122 Craneford Way
Twickenham
TW2 7SQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
90 Craneford Way
Twickenham
TW2 7SQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
84 Craneford Way
Twickenham
TW2 7SQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
74 Craneford Way
Twickenham
TW2 7SQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
70 Craneford Way
Twickenham
TW2 7SQ

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
9 Egerton Road
Twickenham
TW2 7SL

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
5 Egerton Road
Twickenham
TW2 7SL

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
83 Chudleigh Road
Twickenham
TW2 7QY

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.

NEIGHBOUR CONSULTATION

7 August 2019

The Owner/Occupier
69 Chudleigh Road
Twickenham
TW2 7QP

Dear Sir/Madam,

Application: 19/2381/RES

Our ref: DC/SGR

Proposal: Detailed Reserved Matters application including Appearance, Landscaping, Layout and Scale for the Tech Hub Development Zone pursuant to Conditions U08030 and U08031 of Outline Planning Permission 15/3038/OUT dated 16/08/2016. Demolition of existing sports hall and the construction of a 2-storey office building (Use Class B1) together with associated parking, cycle parking and landscaping. Outline Application 15/3038/OUT constituted Environmental Impact Assessment (EIA) development and a full Environmental Statement (ES) was submitted in support of the outline application.

Site: Richmond Upon Thames College Egerton Road Twickenham TW2 7SJ

The above application has been received and plans and details can be viewed on the Council's website at www.richmond.gov.uk/searchplanning, online at local libraries and at the Civic Centre, 44 York Street, Twickenham. Library opening times and contact information can be found on the Council's website at www.richmond.gov.uk/libraries.

We have made improvements to the information available online, including being able to track the progress of an application via the website. Decisions are usually made between weeks 6-8. To review the progress of the application, including whether a decision has been made, visit the website at www.richmond.gov.uk/searchplanning

Please note that putting applications on the website can take a little longer than sending letters to neighbours.

Your written views are invited on the application and the attached notes are for your guidance. Please advise any freeholder or leaseholder of this letter as they may wish to comment. Your particular attention is drawn to the paragraph 'Taking Your Views Into Account', which explains the procedure governing when there is an opportunity to speak to Members about a particular application. Since most applications are decided between 6-8 weeks after receipt all views submitted will be carefully considered right up to the final decision stage. However, to be certain your views will be taken into account they should be sent to us within 21 days of the date of this letter i.e. 28 August 2019.

It is preferred that you submit your views online and your comments will then be automatically published on the Council's website. However, if you wish to email

your views please ensure that you supply a postal address and send your correspondence to Planning at the email address below. Please ensure you also quote the reference number 19/2381/RES.

Any letters and email representations received will be included within the hard copy case file available for public inspection, but may not appear on the Council's website. Do not include any sensitive information with the details you send to us. A copy of the Council's Personal Information Policy is available on the Council website.

For information it is a legal requirement to publicise all planning applications either by letter or by site notice. It is our practice to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter, but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications.

Head of Development Management
London Borough of Richmond upon Thames

Objecting to or supporting a planning application

If you are a neighbour of a planning application site or a local resident, you may have been informed about it by letter from the Planning Department or have seen the proposal advertised on the site or in a local newspaper. If you have views for or against a planning application proposal you can submit them to the Council.

If you wish to comment on an application, please do this in writing to the planning officer who is dealing with the application (see 'How to comment' below). It may be something that can be changed during the application process. Should you have any queries, please contact us on 020 8891 1411. We do not acknowledge receipt of letters commenting on applications.

How we consult on planning applications

It is a legal requirement to publicise all planning applications either by letter or by site notice. It is the practice at Richmond Council to publicise more widely than is required. Not only do we seek to consult adjoining neighbours affected by a proposal by letter but notices may also be published in the local paper and/or may be displayed on or close to the site (for at least 21 days) for many applications. These include those which would affect the character or setting of a listed building, or the character of a conservation area, or which in the Council's opinion are likely to have implications for more than the immediate neighbours. We also consult neighbouring Boroughs where appropriate and consult directly any properties in other Boroughs that are directly affected by the proposal.

We encourage and advise applicants to talk to their neighbours informally before submitting their application. This will not affect the consultations that we will carry out. A weekly list of all applications received is posted on our website and is available for inspection at the Civic Centre.

As a neighbour, you will be given 21 days to comment. It is helpful to us to know your views whether you support the proposal, object to it, or merely have a view to express about it.

The Council's practice is to negotiate improvements to applications and, if possible, overcome objections made by neighbours. If an application is amended and we believe the amendments raise new issues, then we will write to you again giving you 14 days to make any further comment.

How to comment

Comments may be made by anyone, regardless of whether they were consulted by letter. Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme. The details of planning applications, including drawings, are available on the Council's website at www.richmond.gov.uk/planning, and can be viewed online at the Civic Centre between 9am and 4:30pm Monday to Friday, or at your local library.

We are aware that many people for various reasons, including the elderly and people with disabilities may have difficulty viewing documents online, or visiting the Civic Centre or their local library. In such circumstances we may be able to arrange to lend a copy of the plans or visit the person at home. If this is the case for you then please contact the department as soon as possible.

Comments on planning applications should be made in writing. The preferred method is by submitting your comment online at www.richmond.gov.uk/planning. Comments can be sent by post to London Borough of Richmond upon Thames, Development Management, 2nd Floor Civic Centre, York Street, Twickenham TW1 3BZ.

Please quote the reference number of the application and your own postal address, so that we may write to you if necessary. If you have difficulty, please contact us on 020 8891 1411.

Please note, we cannot accept anonymous objections/letters of support and therefore we require a full postal address with any representation made.

What is a valid objection?

The Council can only take into account 'material planning considerations' when looking at your comments. The most common of these (although not an exhaustive list) are:

- Loss of light or overshadowing
- Overlooking/loss of privacy
- Visual amenity (but not loss of private view)
- Adequacy of parking/loading/turning
- Highway safety
- Traffic generation
- Noise and disturbance resulting from use
- Hazardous materials
- Smells
- Loss of trees
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Landscaping
- Road access
- Local, strategic, regional and national planning policies
- Government circulars, orders and statutory instruments
- Disabled persons' access
- Compensation and awards of costs against the Council at public enquiries
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation
- Archaeology
- Solar panels

We cannot take into account matters which are sometimes raised but are not normally planning considerations, such as:

- The perceived loss of property value
- Private disputes between neighbours
- The loss of view
- The impact of construction work or competition between firms
- Restrictive covenants
- Ownership disputes over rights of way
- Fence lines etc.
- Personal morals of views about the applicant.

It is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.

Taking your views into account

When we receive your comments these will be placed on the planning file, with comments made online appearing online for public inspection. Many decisions are taken by officers under 'delegated powers', after consideration of any representations. Where an application is to be decided by the Planning Committee a summary of all representations are included in the report to them.

There may be an opportunity for a limited number of interested parties to address the Planning Committee in person. **Should you wish to reserve the opportunity to address the Planning Committee it is important to indicate this in any written representations you submit.** However, if objecting to an application clearly compliant with Supplementary Planning Guidance/Documents (SPG/SPD) and/or policy you do not have the opportunity to refer it to the Planning Committee.

Equally, if supporting an application clearly departing from the SPG/SPD and/or policy you do not have the opportunity to refer it. If the Officer's recommended decision is the same as the one that you want then the application is normally dealt with under delegated powers.

The Committee agenda is published five days before the meeting and is available to view on our website or in the Council offices. The meetings are held in public at York House usually every two weeks. If the application on which you have commented is to be heard by the Planning Committee we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local Councillor and ask if they would put forward your views at the meeting. **You will need to register to speak after we advise you of any Committee meeting date.**

The names and contact details of the Councillors on the Planning Committee and your local Councillor can be found on our website. Alternatively, we can send these to you. It should be noted, however, that Councillors who are voting members of the Planning Committee cannot express a view on any comments sent to them if they wish to participate in the decision-making process at a later date. For this reason, interested parties may wish to avoid sending views to these members and send them direct to the Planning Department.

Documents submitted for consideration in respect of planning applications, including representations relating to an application, are made available for inspection by the public. Please clearly specify in your documentation any personal information that you do not want available to the public. We will contact you if we need to discuss this further with you.

Letting you know the outcome

It is not usually possible to respond to questions raised in individual letters, however, we appreciate how important planning decisions are to people. As a result, once a decision has been made on an application on which you have made a comment, it will be possible to view the report prepared by the case officer on our website. Amongst other things the report will set out the planning policies that are relevant and address your comments so that you can see how the decision was reached. The Decision Notice will contain the conditions that have been put on any approved application or the reason(s) for refusal.

What happens if the application is refused?

Every applicant has the right to appeal to the Secretary of State for Communities and Local Government (The Planning Inspectorate) if aggrieved by the Council's decision to refuse the application, or conditions imposed on a grant of permission. There is no third party right of appeal against the decision. Any comments you have made previously will be passed to the Inspectorate.

If someone near you has appealed against a refusal of planning permission, the Council will inform all occupants of properties that it considers might be affected by the proposal and tell them whether the appeal is to be dealt with by the written method, informal hearing, or public inquiry. Members of the public may attend a public inquiry or informal hearing and will be given the opportunity to express their point of view. The final decision on all appeals is taken either by an Inspector from the Planning Inspectorate or occasionally by the Secretary of State.

If you need this leaflet in Brialle, large print, audio tape or another language, please contact us on 020 8891 1411 or text phone 020 8831 6001.