

Mr Jonathan Rowlatt  
Union4 Planning  
30 Stamford Street  
London  
SE1 9LQ

Letter Printed 17 April 2020

**FOR DECISION DATED**  
17 April 2020

Dear Sir/Madam

**The Town and Country Planning Act 1990, (as amended)**  
**Decision Notice**  
**THIS APPLICATION IS SUBJECT TO A LEGAL AGREEMENT**

**Application:** 19/3829/VRC  
**Your ref:** Hampton Dec s73  
**Our ref:** DC/EMC/19/3829/VRC/VRC  
**Applicant:** Sunny Day Trading  
**Agent:** Mr Jonathan Rowlatt

**WHEREAS** in accordance with the provisions of the Town and Country Planning Act 1990 and the orders made thereunder, you have made an application received on **19 December 2019** and illustrated by plans for the permission of the Local Planning Authority to vary condition(s) of the Planning Permission for land situated at:

**139 - 143 Station Road Hampton TW12 2AL**

for

**Variation of conditions U0073081 (Approved Drawings), U0073067 (BREEAM) & U0073073 (Commercial Unit Use) of Planning Permission 19/2087/VRC.**

**Variation of conditions U0061605 (Approved drawings) of planning permission 18/3804/FUL dated 14.05.2019 to allow for 1) relocated access door to pedestrian passageway, from rear of building, 2) addition of 2 additional access doors at Station Road frontage, 3) internal alterations to layout of 2 x 1 bed flats in Station Road building- switching living rooms and bedrooms around, 4) addition of ensuite bathroom to recessed area at first floor, serving the rear 2-bed mews house, 5) relocation of velux window in rear roof of Station Road building, 6) alteration to fenestration pattern at Station Road frontage to facilitate above internal layout changes, 7) reduction in height of rooftop access structures of Station Road building, 8) increased balustrade height on mews building, 9) removal of rear window at first floor of the mews building and replacement with inset brickwork. Variation of Condition U0061587 (Parking Permits Restriction - GRAMPIAN) of planning permission 18/3804/FUL to allow timing trigger to be changed to pre-occupation.**

NOW THEREFORE WE THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF RICHMOND UPON THAMES acting by the Council of the said Borough, the Local Planning Authority HEREBY GIVE YOU NOTICE pursuant to the said Act and the Orders made thereunder that permission to develop the said land in accordance with the said application is hereby **GRANTED** subject to the conditions and informatives summarised and listed on the attached schedule.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Angus', with a long horizontal flourish extending to the right.

Robert Angus  
Head of Development Management

# SCHEDULE OF CONDITIONS AND INFORMATIVES FOR APPLICATION 19/3829/VRC

## APPLICANT NAME

Sunny Day Trading  
C/O Agent

## AGENT NAME

Mr Jonathan Rowlatt  
30 Stamford Street  
London  
SE1 9LQ

## SITE

139 - 143 Station Road Hampton TW12 2AL

## PROPOSAL

Variation of conditions U0073081 (Approved Drawings), U0073067 (BREEAM) & U0073073 (Commercial Unit Use) of Planning Permission 19/2087/VRC.

Variation of conditions U0061605 (Approved drawings) of planning permission 18/3804/FUL dated 14.05.2019 to allow for 1) relocated access door to pedestrian passageway, from rear of building, 2) addition of 2 additional access doors at Station Road frontage, 3) internal alterations to layout of 2 x 1 bed flats in Station Road building- switching living rooms and bedrooms around, 4) addition of en-suite bathroom to recessed area at first floor, serving the rear 2-bed mews house, 5) relocation of velux window in rear roof of Station Road building, 6) alteration to fenestration pattern at Station Road frontage to facilitate above internal layout changes, 7) reduction in height of rooftop access structures of Station Road building, 8) increased balustrade height on mews building, 9) removal of rear window at first floor of the mews building and replacement with inset brickwork.

Variation of Condition U0061587 (Parking Permits Restriction - GRAMPIAN) of planning permission 18/3804/FUL to allow timing trigger to be changed to pre-occupation.

## SUMMARY OF CONDITIONS AND INFORMATIVES

---

### CONDITIONS

U0080399	Approved Drawings
U0080400	BREEAM
U0080401	B1c/B1a Use Only
U0080402	Development within 3 years 18/3804/FUL
U0080403	Parking-Private Vehicles-Commerc
U0080404	External illumination
U0080405	Potentially Contaminated Sites
U0080406	Refuse storage
U0080407	Parking Permits Restriction - GRAMPIAN
U0080408	Energy Reduction
U0080409	Water Consumption
U0080410	Restriction-Alterations/extn
U0080411	Restrict outbuilds-Appear/amenity
U0080412	Cycle parking
U0080413	Building Regulations M4(2)
U0080414	Privacy screening to terrace
U0080415	Parking Layout
U0080416	Construction details/materials
U0080417	Permitted Sound Insulation and Ventilati
U0080418	Permitted Commercial Unit Mechanical Ser
U0080419	Electric Vehicle Charging Points
U0080420	Grampian - Parking/Road Works
U0080421	Boundary fencing - Dev't commence
U0080422	Refuse arrangements

---

### INFORMATIVES

U0042386	Composite Informative
----------	-----------------------

U0042387  
U0042383  
U0042382  
U0042381

NPPF Approval Para 38-42  
Conditions  
S278 Agreement  
CIL Liable

# DETAILED CONDITIONS AND INFORMATIVES

---

## DETAILED CONDITIONS

---

### **U0080399      Approved Drawings**

The development hereby permitted shall not be carried out other than wholly in accordance with Drawing Nos.

24 Apr 2019    6034 (20) 110 REV P3    proposed ground floor plan - comparison  
24 Apr 2019    6034 (20) 112 REV P3    proposed second floor plan - comparison  
24 Apr 2019    6034 (20) 412 REV P3    proposed rear elevation BB - comparison  
24 Apr 2019    6034 (20) 413 REV P3    proposed elevations CC and DD  
Received on    24 Apr 2019

21 Nov 2018      Accommodation schedule Rev H  
21 Nov 2018    6034 (20) 100 P2    Proposed Ground Floor Plan  
21 Nov 2018    6034 (20) 401 P3    Proposed Front Elevation AA  
21 Nov 2018    6034 (20) 406 P3    Proposed Front Elevation AA  
Received on    21 Nov 2018

26 Nov 2018    6034 (20) 113 REV P3    Proposed Roof Plan - Comparison - Rev P3  
Received on    26 Nov 2018

04 Jul 2019    6034 (20) - 410    Proposed Front Elevation AA  
04 Jul 2019    6034 (20) 101 - P4    Proposed First Floor Plan  
04 Jul 2019    6034 (20) 102 - P4    Proposed Second Floor Plan  
04 Jul 2019    6034 (20) 103 - P4    Proposed Roof Plan  
04 Jul 2019    6034 (20) 402 - P4    Proposed Rear Elevation BB  
04 Jul 2019    6034 (20) 405 - P4    Proposed Sections GG HH  
All received on 04 Jul 2019

17 Jan 2020    6034 (20) 000 P3    SITE LOCATION PLAN  
17 Jan 2020    6034 (20) 111 P5    PROPOSED GROUND FLOOR PLAN  
17 Jan 2020    6034 (20) 403 P5    PROPOSED ELEVATIONS CC  
17 Jan 2020    6034 (20) 404 P5    PROPOSED ELEVATIONS EE  
17 Jan 2020    6034 (21) 500    CYCLE STORE  
All received on 17 Jan 2020

REASON: To ensure a satisfactory development as indicated on the drawings.

### **U0080400      BREEAM**

The development hereby approved shall achieve BREEAM Rating ' Very Good'; in accordance with the terms of the application & the requirements of the BREEAM Guide (or such national measure of sustainability for design that replaces that scheme).

REASON: In the interests of promoting sustainable forms of developments and to meet the terms of the application.

### **U0080401      B1c/B1a Use Only**

The commercial units as identified on plan 6034 (20) 111 P5 shall be for the flexible use only for/as B1c (Light industry) and/or B1a (Office) and for no other purpose; as specified in the schedule to the Town and Country Planning (Use Classes) Order 1987, or in any provision revoking or re-enacting that order.

REASON: To safeguard the amenities of nearby occupiers and the area generally.

**U0080402      Development within 3 years 18/3804/FUL**

The development to which this permission relates must be begun not later than the expiration of three years beginning with the date of the original planning permission ref: 18/3804/FUL granted on 14.05.2019.

REASON: To conform with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

**U0080403      Parking-Private Vehicles-Commerc**

The car parking spaces as shown on approved drawing no 6034 (20) 100 P3 shall not be used for any purpose other than for the parking of private motor vehicles used by residential occupiers or visitors to the development.

REASON: To ensure that the parking provided within the site is utilised by occupants of the site to meet the car parking standards of the Local Planning Authority.

**U0080404      External illumination**

Any external illumination of the premises or lighting of parking areas and internal roads/footpaths shall not be carried out except in accordance with details giving the siting, method and intensity of any such external illumination and lighting which shall be submitted to and approved in writing by the Local Planning Authority prior to the occupation of any part of the buildings.

REASON: To protect/safeguard the amenities of the locality.

**U0080405      Potentially Contaminated Sites**

(1) No development shall take place, other than demolition, until:

a) an intrusive site investigation has been carried out comprising: sampling of soil, soil vapour, ground gas, surface water and groundwater to the satisfaction of the Local Planning Authority. Such work to be carried out by suitably qualified and accredited geo-environmental consultants in accordance with the current U.K. requirements for sampling and testing.

b) written reports of i) the findings of the above site investigation and ii) a risk assessment for sensitive receptors together with a detailed remediation strategy designed to mitigate the risk posed by the identified contamination to sensitive receptors have been submitted to and approved in writing by the Local Planning Authority.

(2) None of the dwellings/buildings hereby approved shall be occupied until:

a) the remediation works approved as part of the remediation strategy have been carried out in full and in compliance with the approved strategy. If during the remediation or development work new areas of contamination are encountered, which have not been previously identified, then the additional contamination should be fully assessed in accordance with condition 7 ( 1)(a and b) above and an adequate remediation scheme shall be submitted to and approved in writing by the local planning authority and fully implemented thereafter.

b) a verification report, produced on completion of the remediation work, has been submitted to and approved in writing by the local planning authority. Such report to include i) details of the remediation works carried out and ii) results of verification sampling, testing and monitoring and iii) all waste management documentation showing the classification of waste, its treatment, movement and disposal in order to demonstrate compliance with the approved remediation strategy.

REASON: To protect future users of the site and the environment.

**U0080406 Refuse storage**

No refuse or waste material of any description shall be left or stored anywhere on the site other than within a building or refuse enclosure.

REASON: To safeguard the appearance of the property and the amenities of the area.

**U0080407 Parking Permits Restriction - GRAMPIAN**

Before the development, save for works of demolition, hereby permitted begins a scheme shall be agreed in writing with the local planning authority and be put in place to ensure that, with the exception of disabled persons, no resident/commercial occupier of the development shall obtain a resident/commercial parking permit within any controlled parking zone which may be in force in the area at any time, nor a season ticket/enter into a contract to park in any car park controlled by the Council.

REASON: To ensure that the development does not generate an increased demand for on-street car parking to the detriment of the free flow of traffic, the conditions of general safety along the neighbouring highways, the amenity of the area and to accord with the Councils car parking policy and standards.

**U0080408 Energy Reduction**

The dwelling(s) hereby approved shall achieve a 35% reduction in Carbon dioxide emissions beyond Building Regulations requirements (2013).

Reason: In the interests of energy conservation.

**U0080409 Water Consumption**

The dwellings hereby approved shall not be occupied other than in accordance with the water consumption targets of 105 litres or less per person per day, and 5 litres or less per head per day for external water use.

Reason: In the interests of water efficiency.

**U0080410 Restriction-Alterations/extn**

Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting that Order) no external alterations or extensions shall be carried out to the building(s) hereby approved.

REASON: To safeguard the amenities of the occupiers of adjoining property and the area generally.

**U0080411 Restrict outbuilds-Appear/amenity**

Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting that Order) no building, enclosure or swimming pool falling within Part 1, Class E, shall be erected on any part of the land.

REASON: To safeguard the amenities of the adjoining occupiers and the area generally.

**U0080412 Cycle parking**

No building/dwelling/part of the development shall be occupied until cycle parking facilities have been provided in accordance with detailed drawings to be submitted to and approved in writing by the Local Planning Authority, such drawings to show the position, design, materials and finishes thereof.

REASON: To accord with this Council's policy to discourage the use of the car wherever possible.

**U0080413 Building Regulations M4(2)**

The two residential houses hereby approved shall not be constructed other than in accordance with Building Regulation M4(2).

Reason: In the interest of inclusive access in accordance with Policy CP14 to ensure homes to meet diverse and changing needs.

**U0080414 Privacy screening to terrace**

Notwithstanding the approved plans, full details of a minimum 1.7 metre high privacy screen to the private balconies and roof terrace serving the development shall be submitted to and approved in writing by the Local Planning Authority. The privacy screen shall be erected in accordance with the approved details prior to the first occupation of the residential element.

REASON: To protect the privacy of neighbours and prevent overlooking.

**U0080415 Parking Layout**

The car parking layout (6no. car parking bays) as shown on drawing no. 6034 (20) 100 P2 shall be implemented in full prior to first occupation of any of the residential/commercial properties hereby approved.

REASON: To ensure the development does not have an adverse impact on local traffic and parking conditions, and to accord with policy 6.13 of the London Plan.

**U0080416 Construction details/materials**

The external surfaces of the buildings (including fenestration, masonry and brickwork, bonding pattern, window and door recesses shall not be constructed other than in materials details/samples of which shall be submitted to and approved in writing by the Local Planning Authority.

REASON: To ensure that the proposed development does not prejudice the appearance of the locality

**U0080417 Permitted Sound Insulation and Ventilati**

The proposed sound insulation and ventilation scheme hereby permitted shall be installed in strict accordance with the details provided in the acoustic report submitted by Sharps Redmoor reference 1817736 dated 25th July 2018 and being retained as approved. The scheme shall thereafter be retained as approved.

REASON: To protect to the living conditions of future occupants and ensure that the development does not adversely impact the amenities enjoyed by neighbouring occupants.

**U0080418 Permitted Commercial Unit Mechanical Ser**

The commercial units mechanical services plant hereby permitted shall be installed in strict accordance with the details provided in the acoustic report submitted by Sharps Redmoor reference 1817736 dated 25th July 2018. The scheme shall thereafter be retained as approved.

REASON: To protect to the living conditions of future occupants and ensure that the development does not adversely impact the amenities enjoyed by neighbouring occupants.

**U0080419 Electric Vehicle Charging Points**

Details of the 2No. electric vehicle charging points (1 active and 1 passive) shall be submitted to and approved in writing by the Local Planning Authority and implemented in accordance with these details prior to the occupation of any of the residential units hereby approved and retained in situ thereafter.



Reason: In the interests of a sustainable environment.

**U0080420 Grampian - Parking/Road Works**

Prior to the commencement of occupation of the development hereby approved, details of a scheme for the provision of 3 new on-street parking spaces on Station Road and the closure of the existing vehicular access and reinstatement of the public footpath/removal of the dropped kerb on Station Road shall be submitted to and approved in writing by the local planning authority. This scheme shall be carried out in accordance with the approved details. No part of the development shall be occupied until the works relating to the scheme have been implemented.

REASON: To ensure satisfactory local parking conditions are maintained as part of the development

**U0080421 Boundary fencing - Dev't commence**

Prior to first occupation of any part of the development details shall be submitted to and approved in writing by the Local Planning Authority on a plan indicating the positions, design, materials and type of boundary treatment to be erected. The boundary treatment shall be completed before first occupation of the commercial and residential units. Development shall be carried out in accordance with the approved details.

REASON: To safeguard the visual amenities of the locality and the privacy/amenities of the adjoining properties.

**U0080422 Refuse arrangements**

The building hereby approved shall not be occupied until full details of the arrangements for the storage and disposal of refuse/waste as shown on plan 6034 (20) 100 P2 have been made in accordance with details to be submitted to and approved in writing by the Local Planning Authority.

REASON: To safeguard the appearance of the property and the amenities of the area.

---

**DETAILED INFORMATIVES**

---

**U0042386 Composite Informative**

**Reason for granting:**

The proposal has been considered in the light of the Development Plan, comments from statutory consultees and third parties (where relevant) and compliance with Supplementary Planning Guidance as appropriate. It has been concluded that there is not a demonstrable harm to interests of acknowledged importance caused by the development that justifies withholding planning permission.

**Principal Policies:**

Where relevant, the following have been taken into account in the consideration of this proposal:-

National Planning Policy Framework (2019)

London Plan (2016)

Local Plan (2018)

- o LP 1 Local Character and Design Quality
- o LP 2 Building Heights
- o LP 3 Designated Heritage Assets
- o LP 8 Amenity and Living Conditions
- o LP 10 Local Environmental Impacts, Pollution and Land Contamination
- o LP 20 Climate Change Adaptation
- o LP 25 Development in Centres
- o LP 40 Employment and local economy
- o LP 41 Offices

- o LP 42 Industrial Land and Business Parks
- o LP 44 Sustainable Travel Choices
- o LP 45 Parking Standards and Servicing

Supplementary Planning Documents / Guidance

- o Hampton Village Conservation Area Statement (1991)
- o Hampton Village SPD (2017)

**Building Regulations:**

The applicant is advised that the erection of new buildings or alterations to existing buildings should comply with the Building Regulations. This permission is NOT a consent under the Building Regulations for which a separate application should be made. For application forms and advice please contact the Building Control department, 2nd floor, Civic Centre, 44 York Street, Twickenham, TW1 3BZ. (Tel: 020 8891 1411). If you alter your proposals in any way, including to comply with the Building Regulations, a further planning application may be required. If you wish to deviate in any way from the proposals shown on the approved drawings you should contact the Development Management department, 2nd floor, Civic Centre, 44 York Street, Twickenham, TW1 3BZ. (Tel: 020 8891 1411).

**Damage to the public highway:**

Care should be taken to ensure that no damage is caused to the public highway adjacent to the site during demolition and (or) construction. The Council will seek to recover any expenses incurred in repairing or making good such damage from the owner of the land in question or the person causing or responsible for the damage.

BEFORE ANY WORK COMMENCES you MUST contact the London Borough of Richmond upon Thames, 44 York Street, Twickenham TW1 3BZ, Telephone 020 8891 1411 to arrange a pre-commencement photographic survey of the public highways adjacent to and within the vicinity of the site. The precondition survey will ensure you are not charged for any damage which existed prior to commencement of your works.

If you fail to contact us to arrange a pre commencement survey then it will be assumed that any damage to the highway was caused by your activities and you will be charged the full cost of repair.

Once the site works are completed you need to contact us again to arrange for a post construction inspection to be carried out. If there is no further damage then the case will be closed. If damage or further damage is found to have occurred then you will be asked to pay for repairs to be carried out.

**Noise control - Building sites:**

The attention of the applicant is drawn to the requirements of Section 60 of the Control of Pollution Act 1974 in respect of the minimisation of noise and vibration on construction and demolition sites. Application, under section 61 of the Act for prior consent to the works, can be made to the Environmental Health department.

Under the Act the Council has certain powers to control noise from construction sites. Typically the council will limit the times during which sites are permitted to make noise that their neighbours can hear.

For general construction works the Council usually imposes (when necessary) the following limits on noisy works:-

Monday to Friday 8am to 6pm

Saturdays 8am to 1pm

Sundays and Public Holidays - No noisy activities allowed

Applicants should also be aware of the guidance contained in British Standard 5228:2009 - Noise and vibration control on construction and open sites.

Any enquiries for further information should be made to the Commercial Environmental Health Team, 2nd Floor Civic Centre, 44 York Street, Twickenham TW1 3AB.

#### **U0042387 NPPF Approval Para 38-42**

In accordance with paragraphs 38-42 of the National Planning Policy Framework, Richmond upon Thames Borough Council takes a positive and proactive approach to the delivery of sustainable development, by:

- o Providing a formal pre-application service
- o Providing written policies and guidance, all of which is available to view on the Council's website
- o Where appropriate, negotiating amendments to secure a positive decision
- o Determining applications in a timely manner.

In this instance:

- o The application was acceptable as submitted, and approved without delay.

#### **U0042383 Conditions**

The conditions as required under 18/3804/FUL apply to this VRC application. Those conditions which have been formally discharged to date either in full or in part (in particular, as listed below), must be carried out in accordance with the details consented unless an alternative detail/method/approach is subsequently submitted and approved by the Local Planning Authority pursuant to the conditions attached to this decision notice 19/3829/VRC.

- o 18/3804/DD01 Details pursuant to conditions U0061589 - Construction Method Statement & U0061600 - Hard and Soft Landscaping of planning permission 18/3804/FUL. Granted permission 30/08/2019
- o 18/3804/DD02 Details pursuant to condition U0061597 - Sustainable Drainage of planning permission 18/3804/FUL. Granted permission 09/08/2019
- o 18/3804/DD03 Details pursuant to (PART OF) condition U0061585 - Potentially Contaminated Sites of planning permission 18/3804/FUL. Granted permission 22/10/2019

#### **U0042382 S278 Agreement**

This permission is given by the Local Planning Authority without prejudice to the provisions of a deed of variation to Legal Agreement made pursuant to Section S278 of the Town and Country Planning Act 1990 and which relates to the said land as originally required through the consent 18/3804/FUL addressing the following:

- o Creation of a vehicular cross-over and dropped kerb on the northern side of Oldfield Road to connect the proposed private access road to the highway.
- o The restoration of the area of the existing vehicular cross-over on the southern side of Station Road immediately north of the northern frontage of 139-141 Station Road, Hampton, to serve as a pedestrian footway.

The Local Planning Authority expressly reserves any rights contained in the said agreement or any amendment thereof which restrict or regulate the development of the said land.

#### **U0042381 CIL Liable**

The applicant is advised that this permission results in a chargeable scheme under the Borough's and the Mayor of London's Community Infrastructure Levy.

END OF SCHEDULE OF CONDITIONS AND INFORMATIVES FOR APPLICATION  
19/3829/VRC

---

# **VRC Applications**

## **Making an Appeal – Summary Guidance**

### **Whether to appeal**

If the Local Planning Authority (LPA) turn down your application, you should look carefully at the reasons why they turned it down before you make an appeal. You should speak to the LPA to see if you can sort out the problem - perhaps by changing your proposal. An appeal should only ever be a last resort.

### **Type of appeal:**

Planning Application

### **Appeal time:**

Within six months of the date of the council's decision letter.

### **Who can appeal?**

The applicant or their agent may lodge an appeal.

### **The right of appeal:**

You can appeal against the council's decision:

- If you applied to the Local Planning Authority and they:
  - Refused permission;
  - Gave permission but with conditions you think are inappropriate;
  - Haven't approved the details of a scheme which they or the Secretary of State have already given outline planning permission for or;
  - Have approved the details of a scheme but with conditions you think are inappropriate or unreasonable.
  
- If the LPA rejected a proposal arising from a condition or limitation on a planning permission.
- If the LPA don't decide your application within the time allowed. Normally the time allowed is eight weeks from when they accept your application.
- If the LPA told you they needed more information before they could decide your outline planning application, but you do not want to supply this.

You will make your appeal to the Department for Communities and Local Government of which the Planning Inspectorate is a part. Most are decided by specialist officers in the Planning Inspectorate. Only the person or business applying for consent to display an advertisement may appeal. If the council issues a discontinuance notice, only those on whom the notice is served may appeal.

### **The appeal process:**

Appeals must be made

- Online at [www.planninginspectorate.gov.uk](http://www.planninginspectorate.gov.uk), or
- Initial Appeals, The Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN.

It will be expected that all appeal documentation will be submitted electronically.

The process is fully documented on the website of the Planning Inspectorate [www.planninginspectorate.gov.uk](http://www.planninginspectorate.gov.uk), however in summary there are three main types of appeal:

#### **Written procedure:**

Written evidence is considered from the applicant/agent/business and the council. The council will send copies of any letters of objection or support they received when considering your application. Within six weeks of the Inspectorate receiving your appeal forms the council will send a copy of their statement to the Inspectorate. You must make any comment on these within three weeks.

#### **Hearing procedure:**

Hearings allow you and the council to exchange views and discuss your appeal. Before the hearing the council will send a copy of their statement to you and the Inspectorate. You can comment on their statement in writing otherwise the Inspectorate will treat the reasons given in your appeal form as the basis of your case for discussion.

Hearings are usually held in council offices. The Inspector leads the discussion and invites the people involved to put their points across. The Inspector will visit the site unaccompanied before the hearing and will make a further accompanied visit as part of the hearing.

**Inquiry procedure:**

Inquiries are normally for large-scale applications. A public inquiry is a formal procedure in which both parties have legal representation.

**Making your views known on someone else's appeal:**

The LPA will notify anyone who took part in the consultations when you first applied for permission that you are appealing. For appeals decided by hearing or inquiry the LPA will tell interested people when and where this will be and let them know that they can attend. The Inspectorate will also take account of the views of certain groups who have a right to comment, for example, owners of a site, local amenity groups and so on.

**Costs:**

Normally you and the council will pay for your own expenses in an appeal. You can only claim costs when you can show that the council have behaved in an unreasonable way causing unnecessary expense.

**Who to contact?**

The Planning Inspectorate

Website [www.planninginspectorate.gov.uk](http://www.planninginspectorate.gov.uk)

Email [enquiries@pins.gsi.gov.uk](mailto:enquiries@pins.gsi.gov.uk)

Telephone 0303 444 5000

Write to Initial Appeals, The Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN

London Borough of Richmond upon Thames

Website [www.richmond.gov.uk/planning](http://www.richmond.gov.uk/planning)

Email [planningappeals@richmond.gov.uk](mailto:planningappeals@richmond.gov.uk)

Telephone 020 8891 1411 for advice

Write to The Appeals Officer, Development Control, Civic Centre, 44 York Street, Twickenham TW1 3BZ