

Aquinna Homes plc John Strange  
Aquinna Homes plc  
Highway House  
17 London End  
Beaconsfield  
hp9 2hn  
United Kingdom

Letter Printed 3 November 2021

**FOR DECISION DATED**  
3 November 2021

**The Town and Country Planning Act 1990, (as amended)**  
**Decision Notice**

**Application:** 21/3180/VRC  
**Your ref:** Variation of conditions Bland...  
**Our ref:** DC/TFA/21/3180/VRC/VRC  
**Applicant:** Aquinna Homes plc John Strange  
**Agent:**

**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 **9 September 2021** and illustrated by plans for the permission of the Local Planning Authority to vary condition(s) of the Planning Permission for land situated at:

**27 Blandford Road Teddington TW11 0LF**

for

**Variation of conditions U0107475 - Car parking spaces, and U0107477 - Vehicle crossover, pursuant to planning permission 21/2159/VRC: In order that the conditions match the correct drawing number (revision E not revision C).**

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 21/3180/VRC

## APPLICANT NAME

Aquinna Homes plc John Strange  
Highway House  
17 London End  
Beaconsfield  
hp9 2hn  
United Kingdom

## AGENT NAME

## SITE

27 Blandford Road Teddington TW11 0LF

## PROPOSAL

Variation of conditions U0107475 - Car parking spaces, and U0107477 - Vehicle crossover, pursuant to planning permission 21/2159/VRC: In order that the conditions match the correct drawing number (revision E not revision C).

## SUMMARY OF CONDITIONS AND INFORMATIVES

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### CONDITIONS

U0112930	Flood risk - drainage
U0112951	Surface Water Drainage Strategy
U0112932	Window obscure glazed - Non openable
U0112933	Boundary Treatment
U0112934	PV Panels
U0112935	Refuse and waste
U0112936	Refuse Storage
U0112937	Car parking spaces
U0112938	Vehicle crossover
U0112939	Hard and Soft Landscaping Scheme
U0112940	Ecological Enhancement Plan
U0112941	Arboricultural Impact Assessment
U0112942	Energy Reduction
U0112943	Building Regulation M4(2)
U0112944	Restriction-Alterations/extn
U0112945	Restrict - Outbuildings
U0112946	Highway sight lines - Pedestrian
U0112947	External Illumination
U0112948	Fire safety
U0112949	Construction Method Statement
U0112950	Approved drawings and documents
U0112931	Time limit

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### INFORMATIVES

U0055645	Discharged conditions
U0055646	Composite Informative
U0055647	NPPF APPROVAL - Para. 38-42
U0055651	CIL Liable
U0055649	Street Numbering
U0055650	Vehicle Crossover
U0055648	Section 106 agreement

# DETAILED CONDITIONS AND INFORMATIVES

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## DETAILED CONDITIONS

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### **U0112930 Flood risk - drainage**

Prior to commencement of groundworks (excluding site investigations and demolition), a final detailed drainage design including drawings, supporting calculations and a Sustainable Drainage Proforma and associated drawings shall be submitted to and approved in writing by the Local Planning Authority. The detailed drainage design shall include verification of contaminant-free ground/soil, complete detailed site investigations to determine the depth of groundwater and infiltration rate of the soil, there shall be at least 1m between the top of the water table and base of any infiltration feature. If infiltration is not feasible on site, the proposed strategy shall include an attenuation tank before discharging at 1 l/s into the watercourse, this shall include a method for filtering surface water before it enters the watercourse. The applicant shall also include rainwater harvesting as part of the development. The approved details shall be implemented prior to the occupation of the dwelling hereby permitted.

B) Prior to the occupation of the extensions hereby permitted, a detailed management plan confirming routine maintenance tasks and responsibility for all drainage components shall be submitted and approved in writing with the Local Planning Authority to demonstrate how the drainage system is to be maintained for the lifetime of the development. The sustainable drainage scheme shall be managed and maintained thereafter in accordance with the agreed management and maintenance plan for all of the proposed drainage components.

Reason: To prevent the risk of flooding to and from the site in accordance with relevant policy requirements including but not limited to London Plan Policy SI13, its associated Sustainable Design and Construction SPG, the Non Statutory Technical Standards for Sustainable Drainage Systems and Richmond Council's Local Plan Policy LP 21.

### **U0112951 Surface Water Drainage Strategy**

Prior to the commencement of development (excluding demolition), details of the proposed Sustainable Drainage System to be incorporated in the development, along with details for their long term management and maintenance which demonstrates green run off rates are achieved, shall be submitted to and approved in writing by the Local Planning Authority. Prior to the occupation of the development, the approved scheme shall be fully implemented and not operated other than in accordance with the approved scheme.

REASON: To ensure a sustainable drainage system is implemented and that sufficient capacity is made available to cope with the new development and to avoid adverse environmental impacts upon the local environment.

### **U0112932 Window obscure glazed - Non openable**

The proposed first floor en-suite bathroom window(s) in the rear elevation(s) of the building(s) hereby approved shall at no time be openable or glazed, otherwise than in obscured glass, below a minimum height of 1.7 metres (5'7") above the relevant floor level.

REASON: To ensure that the proposed development does not prejudice the amenities of adjoining occupiers.

### **U0112933 Boundary Treatment**

None of the buildings hereby approved shall be occupied until a suitable means of enclosure has been erected along the boundaries of the site and between the buildings to the satisfaction of the Local Planning Authority and in accordance with details to be approved in writing by the Local Planning Authority.

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

**U0112934 PV Panels**

Prior to first occupation of the dwelling hereby approved, solar panels shall be installed in accordance with details to be submitted to and approved in writing by the local planning authority. The details shall include the siting, design, technical specification and external finishes thereof and comply with the approved Energy Statement. The solar panels shall be maintained and kept in situ thereafter.

REASON: In the interests of promoting sustainable forms of developments.

**U0112935 Refuse and waste**

None of the buildings hereby approved shall be occupied until arrangements for the storage and disposal of refuse/waste 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.

**U0112936 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.

**U0112937 Car parking spaces**

No building/dwelling/part of the development shall be occupied until the on-site car parking spaces shown on drawing: PA-AQH-101 REV E are laid out and made available to use.

REASON: To accord with Council's policy to provide adequate on-site parking provision to serve the development and to safeguard the local road network.

**U0112938 Vehicle crossover**

No building/dwelling/part of the development shall be occupied until the vehicle crossovers on drawing: PA-AQH-101 REV E are constructed, following an agreement with the Local Highway Authority under S278 of the Highways Act 1980 to construct the vehicular, pedestrian, and cycle access to the proposed development which has been described in Para. 3.2 of the appellant's Highways Technical Note of 1 February 2019. Thereafter, construction of this access will only take place subject to technical approval of these works by the Local Highway Authority and must take place prior to the first occupation of the proposed development.

REASON: To accord with Council's policy to provide adequate on-site parking provision to serve the development and to safeguard the local road network.

**U0112939 Hard and Soft Landscaping Scheme**

(A) No part of the development shall be occupied until full details of both hard and soft landscaping works have been submitted to and approved in writing by the local planning authority. These details shall include proposed finished levels or contours; means of enclosure; car parking layouts; other vehicle and pedestrian access and circulation areas; hard surfacing materials; minor artifacts and structures (e.g. furniture, play equipment, refuse or other storage units, signs, lighting etc.); proposed and existing utility services above and below ground (e.g. drainage, power, communications cables, pipelines etc, indicating lines, manholes, supports etc.); retained historic landscape features and proposals for restoration, where relevant; a program or timetable of the proposed works.

(B) Soft landscape works shall include planting plans; written specifications (including cultivation and other operations associated with plant and grass establishment); detailing the quantity, density, size, species, position and the proposed time or programme of planting of all shrubs, hedges, grasses etc., together with an indication of

how they integrate with the proposal in the long term with regard to their mature size and anticipated routine maintenance. All tree, shrub and hedge planting included within that specification shall be carried out in accordance with BS 3936:1986 (Parts 1, 1992, Nursery Stock, Specification for trees and shrubs, and 4, 1984, Specification for forest trees); BS 4043: 1989, Transplanting root-balled trees; and BS 4428:1989, Code of practice for general landscape operations (excluding hard surfaces).

(C) All hard and soft landscape works shall be carried out in accordance with the approved details and in any event prior to the occupation of any part of the development.

(D) 5-year maintenance and management programme.

(E) If within a period of 5 years from the date of planting any tree or any tree planted in replacement for it, is removed, uprooted, destroyed or dies (or becomes in the opinion of the local planning authority seriously damaged) then the tree shall be replaced to reflect the specification of the approved planting scheme in the next available planting season or in accordance with a timetable agreed in writing with the local planning authority.

REASON: To ensure that the proposed development does not prejudice the appearance of the locality and to preserve and enhance nature conservation interests.

#### **U0112940 Ecological Enhancement Plan**

All works hereby approved, shall not be undertaken otherwise than in accordance with the Arboricultural Impact Assessment and Method Statement and Tree Protection Plan. Prepared by ACD Environmental, reference AQU22724aia\_ams, revision B dated 11 February 2021.

REASON: To ensure that the tree (s) are not damaged or otherwise adversely affected by building operations and soil compaction.

#### **U0112941 Arboricultural Impact Assessment**

All works hereby approved, shall not be undertaken otherwise than in accordance with the Arboricultural Impact Assessment and Method Statement and Tree Protection Plan. Prepared by ACD Environmental, reference AQU22724aia\_ams, revision B dated 11 February 2021.

REASON: To ensure that the tree (s) are not damaged or otherwise adversely affected by building operations and soil compaction.

#### **U0112942 Energy Reduction**

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

REASON: In the interests of energy conservation in accordance with the Council's sustainability policies.

#### **U0112943 Building Regulation M4(2)**

The development 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 Council's policy to ensure homes meet diverse and changing needs.

#### **U0112944 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.

#### **U0112945 Restrict - Outbuildings**

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.

#### **U0112946 Highway sight lines - Pedestrian**

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 wall, fence, hedge or other obstruction to visibility within any part of the areas defined hereunder which is under the control of applicant shall at any time exceed a height of 0.6m above ground level, as agreed by the Local Planning Authority: one area on each side of the proposed access, defined by:

- i. The highway boundary.
- ii. The edge of the proposed vehicular access.
- ii. A line joining a point 2.4m from the intersection of the highway boundary, with a point 2.1m from that intersection measured along the edge of the proposed access.

REASON: To provide a suitable standard of visibility to and from the highway so that the use of the access does not prejudice the safety of pedestrians in the vicinity of the access.

#### **U0112947 External Illumination**

Any external illumination of the premises shall not be carried out except in accordance with details giving the method and intensity of any such external illumination 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.

#### **U0112948 Fire safety**

Prior to the commencement of above ground works, a Fire Safety Statement shall be submitted to and approved in writing by the local planning authority. This shall include details that identify:

- 1) unobstructed outside space for fire appliances to be positioned on
- 2) areas for use as an evacuation assembly point
- 2) appropriate features which reduce the risk to life and the risk of serious injury in the event of a fire; including appropriate fire alarm systems and passive and active fire safety measures
- 3) design measures that minimise the risk of fire spread
- 4) means of escape and an associated evacuation strategy for all building users
- 5) a robust strategy for evacuation which can be periodically updated and published
- 6) suitable access and equipment for firefighting.

The development shall not be implemented or occupied other than in accordance with the approved details.

REASON: To ensure that the development incorporates the necessary fire safety measures in accordance with the London Plan Policies D5 and D12.

#### **U0112949 Construction Method Statement**

No development shall take place, including any works of demolition, until a Construction Management Statement (to include any demolition works) has been submitted to and approved in writing by the Local Planning Authority. The approved plan shall be adhered to throughout the construction period. The Statement shall provide for:

1. The size, number, routing and manoeuvring tracking of construction vehicles to and from the site, and holding areas for these on/off site;
2. Site layout plan showing manoeuvring tracks for vehicles accessing the site to allow these to turn and exit in forward gear;

3. Details and location of parking for site operatives and visitor vehicles (including measures taken to ensure satisfactory access and movement for existing occupiers of neighbouring properties during construction);
4. Details and location where plant and materials will be loaded and unloaded;
5. Details and location where plant and materials used in constructing the development will be stored, and the location of skips on the highway if required;
6. Details of any necessary suspension of pavement, roadspace, bus stops and/or parking bays;
7. Details where security hoardings (including decorative displays and facilities for public viewing) will be installed, and the maintenance of such;
8. Details of any wheel washing facilities;
9. Details of a scheme for recycling/disposing of waste resulting from demolition and construction works (including excavation, location and emptying of skips);
10. Details of measures that will be applied to control the emission of noise, vibration and dust including working hours. This should follow Best Practice detailed within BS5288:2009 Code of Practice for Noise and Vibration Control on Construction and Open Sites; Official
11. Details of any highway licenses and traffic orders that may be required (such as for licences for any structures / materials on the highway or pavement; or suspensions to allow the routing of construction vehicles to the site);
12. Details of the phasing programming and timing of works;
13. Where applicable, the Construction Management Statement should be written in conjunction with the Arboricultural Method Statement, and in accordance with British Standard BS5837:2012 'Trees in relation to design, demolition and construction - recommendations', in particular section 5.5, 6.1, 6.2, 6.3 and 7;
14. A construction programme including a 24 hour emergency contact number;
15. See also TfL guidance on Construction Logistics Plans.

REASON: In the interests of highway and pedestrian safety together with the amenity of the area.

#### **U0112950      Approved drawings and documents**

The development hereby permitted shall be carried out in accordance with the following approved plans and documents, where applicable:

PA-AQH-100, PA-AQH-011, Flood Risk Assessment, Residential Standards Statement and Transport Note received 22 October 2020;

Arboricultural Impact Assessment and Method Statement, Sustainability Statement, Sap calculations, Sustainable construction checklist received 15 February 2021 and; Design and Access Statement received 18 February 2021.

PA-AQH-110 REV D, PA-AQH-109 REV C, PA-AQH-108 REV B, PA-AQH-107 Rev C, PA-AQH-106 REV D, PA-AQH-105 REV C , PA-AQH-104 REV C, PA-AQH-102 REV C, PA-AQH-101 REV E, PA-AQH-103 REV B; received 15 June 2021

REASON: To accord with the terms of the application, for the avoidance of doubt and in the interests of proper planning.

#### **U0112931      Time limit**

The development to which this permission relates must be begun not later than the expiration of three years beginning with planning permission 20/2987/FUL, dated 17/05/2021.

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.

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### **DETAILED INFORMATIVES**

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#### **U0055645      Discharged conditions**

For the avoidance of doubt the following conditions requiring discharge have been complied with and require no further submission;



Condition U0100765 (Construction Method Statement)  
(As approved by 20/2987/DD01)

Conditions U0100744 (external materials), U0100746 (boundary treatment), U0100748 (refuse and waste), U0100750 (cycle parking), U0100762 (external lighting), U0100763 (fire safety)  
(As approved by 20/2987/DD02)

## **U0055646 Composite Informative**

### **Principal Policies:**

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

National Planning Policy Framework (NPPF 2019)

London Plan (2016)

London Plan (Publication London Plan 2020)

Local Plan (2018):

LP 1 - Local Character and Design Quality

LP 2 - Building Heights

LP 8 - Amenity and Living Conditions

LP 15 - Biodiversity

LP 16 - Trees, Woodlands and Landscape

LP 20 - Climate Change Adaptation

LP 21 - Flood Risk and Sustainable Drainage

LP 22 - Sustainable Design and Construction

LP 24 - Waste Management

LP 34 - New Housing

LP 35 - Housing Mix and Standards

LP 36 - Affordable Housing

LP 38 - Loss of Housing

LP 39 - Infill, Backland and Backgarden Development

LP 44 - Sustainable Travel Choices

LP 45 - Parking Standards and Servicing

Supplementary Planning Guidance:

Design Quality SPD

Affordable Housing SPD

Planning Obligation Strategy SPD

Small and Medium Housing Sites SPD

Residential Development Standards SPD (Incorporating Nationally Described Space Standards)

Refuse and Recycling Storage Requirements SPD (2015)

Transport SPD (2020)

Sustainable Construction Checklist (2016)

Village Plan - Hampton Wick and Teddington

### **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.

### **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 Section of the Street Scene 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 Control 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.

**U0055647 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: The application was considered acceptable as submitted, and a decision was made without delay.

**U0055651 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.

**U0055649 Street Numbering**

If you wish to name or number a new development, sub-divide an existing property, or change the name or number(s) of an existing property or development, you will need to apply to the London Borough of Richmond Upon Thames. Further details of this process, fees, and the necessary information and forms that need to be submitted can be found on the Council's website

[http://www.richmond.gov.uk/street\\_numbering\\_and\\_naming](http://www.richmond.gov.uk/street_numbering_and_naming). Alternately you may contact Peter Cridland, Address Management Manager (020 8891 7889 [peter.cridland@richmond.gov.uk](mailto:peter.cridland@richmond.gov.uk)).

**U0055650 Vehicle Crossover**

The permission hereby granted shall not be construed as authority to carry out works on the publicly maintained highway. The applicant is advised that all such works must be carried out by the Council's own appointed contractor following approval from Highways Management Group, London Borough of Richmond upon Thames, 44 York Street, Twickenham TW1 3BZ or [highwaysandtransport@richmond.gov.uk](mailto:highwaysandtransport@richmond.gov.uk).

Further details and application forms can be obtained from the Civic Centre by telephoning 020 8891 1411 or online [http://www.richmond.gov.uk/dropped\\_kerbs](http://www.richmond.gov.uk/dropped_kerbs) . Application forms must be accompanied by a copy of the planning consent to which the application relates and the relevant part of the approved drawing. The cost of these highway works will be charged to the applicant.

**U0055648      Section 106 agreement**

This planning permission has a Section 106 Agreement which must be read in conjunction with it.

END OF SCHEDULE OF CONDITIONS AND INFORMATIVES FOR APPLICATION  
21/3180/VRC

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# **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