

Environment Directorate / Development Management

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Miss Sandy Scott
Iceni Projects
Da Vinci House
44 Saffron Hill
London
EC1N 8FH
United Kingdom

Letter Printed 9 November 2021

FOR DECISION DATED
9 November 2021

Dear Sir/Madam

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

Application: 21/1521/FUL
Your ref: George Street resubmission
Our ref: DC/DAV/21/1521/FUL/FUL
Applicant: Mr M Gurpinar
Agent: Miss Sandy Scott

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 **29 April 2021** and illustrated by plans for the permission of the Local Planning Authority to develop land situated at:

54 George Street Richmond TW9 1HJ

for

Part infill second floor and roof, removal of rooflights, replacement windows/doors and new doors on ground floor side elevation to facilitate the change of use of part basement, part ground floor and first and second floors from retail (Class E) to residential use (Class C3) to create 8 residential flats

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 21/1521/FUL

APPLICANT NAME

Mr M Gurpinar
Unit 1, 393 North End Road
London
SW6 1NR
United Kingdom

AGENT NAME

Miss Sandy Scott
Da Vinci House
44 Saffron Hill
London
EC1N 8FH
United Kingdom

SITE

54 George Street Richmond TW9 1HJ

PROPOSAL

Part infill second floor and roof, removal of rooflights, replacement windows/doors and new doors on ground floor side elevation to facilitate the change of use of part basement, part ground floor and first and second floors from retail (Class E) to residential use (Class C3) to create 8 residential flats

SUMMARY OF CONDITIONS AND INFORMATIVES

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DETAILED CONDITIONS AND INFORMATIVES

DETAILED CONDITIONS

U0113400 Development begun within 3 years

The development to which this permission relates must be begun not later than the expiration of three years beginning with the date of this permission.

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.

U0113401 Approved drawings

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

Transport Statement, Daylight/Sunlight Note, Affordable Housing Viability Statement; received 29 April 2021;

GSR/EX/100, GSR/EX/101, GSR/EX/102 A, GSR/EX/103 A, GSR/EX/104 A, GSR/EX/200, GSR/EX/201 A, GSR/EX/202 A, GSR/EX/203, GSR/EX/300, GSR/EX/301, GSR/PL/100, GSR/PL/101 A, GSR/PL/102 A, GSR/PL/103 A, GSR/PL/104 A, GSR/PL/200, GSR/PL/201 B, GSR/PL/202 A, GSR/PL/203 A, GSR/PL/204 A, GSR/PL/205 A, GSR/PL/300 A, GSR/PL/301 A, GSR/PL/400 A; received 19 July 2021; and

Noise Impact Assessment; received 5 August 2021.

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

U0113402 Materials to match existing

No new external finishes (including fenestration), including works of making good, shall be carried out other than in materials to match the existing (unless otherwise shown on the approved drawings).

REASON: To ensure that the proposed development is in keeping with the existing building(s) and does not prejudice the appearance of the locality.

U0113403 Details to Specified Scale

The development shall not be carried out other than in accordance with detailed drawings to a scale of not less than 1:10 fully annotated; which shall be submitted to and approved in writing by the Local Planning Authority, such details to show;

- o details of new windows including glazing;
- o details of new external doors;

REASON: To ensure that the proposed development is in keeping with the existing building(s) and does not prejudice the appearance of the locality and this listed building.

U0113404 NS19 Cycle Parking - Residential

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, including details of the cycle ramp to the basement bike store.

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

U0113405 Refuse arrangements/manage - Residential

No building/dwelling/part of the residential development shall be occupied until refuse facilities have been provided in accordance with a detailed detailed drawings and a refuse management plan 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 safeguard the appearance of the property and the amenities of the area.

U0113406 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.

U0113407 Energy Reduction

The dwelling(s) hereby approved shall achieve a 35% reduction in Carbon dioxide emissions beyond Building Regulations requirements (2013) in line with the Sustainability and Energy Report; recieved 08 November 2021.

Reason: In the interests of energy conservation in accordance with the Councils sustainability policies.

U0113408 BREEAM Domestic Refurbishment -Conv'~

The dwelling(s) hereby approved shall achieve BREEAM Domestic Refurbishment Rating 'Excellent'; in accordance with the BREEAM Pre-Assessment; received 29 April 2021 & the requirements of the BREEAM Guide (or such national measure of sustainability for house design that replaces that scheme); unless otherwise agreed in writing by the Local Planning Authority.

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

U0113409 Non-road mobile machinery

Non-road mobile machinery During onsite construction of any phase of development, all non-road transportable industrial equipment or vehicles which are fitted with an internal diesel powered compression ignition engine between 37 and 560KW and not intended for transporting goods or passengers on roads are required to meet Stage IIIB of EU Directive 97/68/E and be NRMM registered. Such vehicles must be run on ultra low sulphur diesel (also known as ULSD 'cleaner diesel' or 'green diesel').

"Ultra low sulphur diesel" means fuel meeting the specification within BS EN 590. Where these standards are succeeded, they should be applied when reasonable. Exemptions to these standards may be granted for specialist equipment or for equipment with alternative emission reduction equipment or run on alternative fuels. Such exemptions shall be applied for in writing to the local planning authority in advance of the use of such vehicles, detailing the reasons for the exemption being sought and clearly identifying the subject vehicles. Exemptions that are granted will be in writing and such vehicles must not be used until written exemption has been issued by the local planning authority.

No vehicles or plant to which the above emission standards apply shall be on site, at any time, whether in use or not, unless it complies with the above standards, without the prior written consent of the local planning authority.

Reason: To protect the amenity of future occupants and/or neighbours

U0113410 Water Consumption

The dwelling(s) 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 in accordance with the Councils sustainability policies.

U0113411 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;
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.

U0113412 Fire Safety Strategy

The development must be carried out in accordance with the provisions of the Fire Strategy; received on 17 May 2021; unless otherwise approved in writing by the Local Planning Authority.

REASON: To ensure that the development incorporates the necessary fire safety measures in accordance with the Mayor's London Plan Policy D12.

U0113413 Sound Insulation Scheme

No residential part of the development shall be occupied until a scheme for the sound insulation for the windows and ventilators for the proposed flats has been implemented in accordance with details to be submitted to and be approved in writing by the local

planning authority. The scheme will reduce the transmission of noise including from the use of the adjacent commercial activity to the future occupiers of the dwellings. The sound insulation scheme shall be designed to achieve the specifications given at Table 17 Acoustic Performance Specification for windows and ventilators detailed within the CSP Acoustics Noise Impact Assessment Ref 1633 001 JT V3 dated 5th August 2021 as a minimum.

Reason: To safeguard the amenity of future occupants.

U0113414 Parking Permits Restriction - GRAMPIAN

Prior to the occupation of the development hereby permitted, 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.

U0113415 Car Club Membership

No part of the residential development hereby permitted shall be occupied until details of a scheme have been submitted to and approved in writing by the Local Planning Authority to ensure that the all of the occupiers of the residential units shall have 5 years' membership of a car club.

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.

DV11 Use of roof restricted

The roof of the building shall not be used for any purpose other than as a means of escape in emergency or for maintenance of the building.

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

U0113416 Raised parapet

The first floor unit Flat 01 as annotated on drawing GSR/PL/102 rev A shall not be occupied until the raised parapet to the adjacent flat roof as shown on Proposed Section DD and EE drawing no GSR/PL/205 rev A has been implemented in accordance with details to be submitted to and approved in writing by the LPA, such details to show extent, height and elevational treatment.

REASON: To protect the living conditions of future occupiers and amenity of neighbouring properties

DETAILED INFORMATIVES

U0055467 Thames Water Informative

A Groundwater Risk Management Permit from Thames Water will be required for discharging groundwater into a public sewer. Any discharge made without a permit is deemed illegal and may result in prosecution under the provisions of the Water Industry Act 1991. We would expect the developer to demonstrate what measures he will undertake to minimise groundwater discharges into the public sewer. Permit enquiries

should be directed to Thames Water's Risk Management Team by telephoning 020 3577 9483 or by emailing trade.effluent@thameswater.co.uk . Application forms should be completed on line via

<https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.thameswater.co.uk%2F&data=04%7C01%7CNetcall59r%40richmondandwandsworth.gov.uk%7C130ca97d31a44638a85308d919d6280a%7Cd9d3f5acf80349be949f14a7074d74a7%7C0%7C0%7C637569229846884410%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XHuAi6c0AaMef5w%2Fw6XTiim3h1AVdVDEYtc%2B5bEArSc%3D&reserved=0>. Please refer to the Wholesale; Business customers; Groundwater discharges section.

Please refer to the Wholesale; Business customers; Groundwater discharges section.

With regard to SURFACE WATER drainage, Thames Water would advise that if the developer follows the sequential approach to the disposal of surface water we would have no objection. Management of surface water from new developments should follow Policy SI 13 Sustainable drainage of the London Plan 2021. Where the developer proposes to discharge to a public sewer, prior approval from Thames Water Developer Services will be required. Should you require further information please refer to our website.

[https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdevelopers.thameswater.co.uk%2FDeveloping-a-large-site%2FApply-and-pay-for-services%2FWastewater-](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdevelopers.thameswater.co.uk%2FDeveloping-a-large-site%2FApply-and-pay-for-services%2FWastewater-services&data=04%7C01%7CNetcall59r%40richmondandwandsworth.gov.uk%7C130ca97d31a44638a85308d919d6280a%7Cd9d3f5acf80349be949f14a7074d74a7%7C0%7C0%7C637569229846884410%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCI6Mn0%3%7C1000&sdata=pDVlek5DIX5mkEycKIR4xZxg97fP%2FNXHfS6g2uWks%2FI%3D&reserved=0)

[services&data=04%7C01%7CNetcall59r%40richmondandwandsworth.gov.uk%7C130ca97d31a44638a85308d919d6280a%7Cd9d3f5acf80349be949f14a7074d74a7%7C0%7C0%7C637569229846884410%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCI6Mn0%3%7C1000&sdata=pDVlek5DIX5mkEycKIR4xZxg97fP%2FNXHfS6g2uWks%2FI%3D&reserved=0](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdevelopers.thameswater.co.uk%2FDeveloping-a-large-site%2FApply-and-pay-for-services%2FWastewater-services&data=04%7C01%7CNetcall59r%40richmondandwandsworth.gov.uk%7C130ca97d31a44638a85308d919d6280a%7Cd9d3f5acf80349be949f14a7074d74a7%7C0%7C0%7C637569229846884410%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCI6Mn0%3%7C1000&sdata=pDVlek5DIX5mkEycKIR4xZxg97fP%2FNXHfS6g2uWks%2FI%3D&reserved=0).

As required by Building regulations part H paragraph 2.36, Thames Water requests that the Applicant should incorporate within their proposal, protection to the property to prevent sewage flooding, by installing a positive pumped device (or equivalent reflecting technological advances), on the assumption that the sewerage network may surcharge to ground level during storm conditions. If as part of the basement development there is a proposal to discharge ground water to the public network, this would require a Groundwater Risk Management Permit from Thames Water. Any discharge made without a permit is deemed illegal and may result in prosecution under the provisions of the Water Industry Act 1991. We would expect the developer to demonstrate what measures will be undertaken to minimise groundwater discharges into the public sewer. Permit enquiries should be directed to Thames Water's Risk Management Team by telephoning 02035779483 or by emailing trade.effluent@thameswater.co.uk .

Application forms should be completed on line via

<https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.thameswater.co.uk%2F&data=04%7C01%7CNetcall59r%40richmondandwandsworth.gov.uk%7C130ca97d31a44638a85308d919d6280a%7Cd9d3f5acf80349be949f14a7074d74a7%7C0%7C0%7C637569229846884410%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XHuAi6c0AaMef5w%2Fw6XTiim3h1AVdVDEYtc%2B5bEArSc%3D&reserved=0>. Please refer to the Wholesale; Business customers; Groundwater discharges section.

U0055221 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:-

London Plan Policies:

Policy D1 - London's form, character and capacity for growth
Policy D3 - Optimising site capacity through design led approach
Policy D4 - Delivering good design
Policy D6 - Housing quality and standards
Policy D12 - Fire Safety
Policy D14 - Noise
Policy H2 - Small sites
Policy H4 - Delivering affordable housing
Policy SI2 - Minimising greenhouse gas emissions
Policy SI8 - Waste capacity
Policy T4 - Assessing and Mitigating transport impacts
Policy T5 - Cycling
Policy T6 - Car Parking
Policy T7 - Deliveries, servicing and construction
Local Plan Policies:

LP1

LP3, LP4

LP8

LP20, LP22, LP23

LP24

LP25, LP26

LP34, LP35

LP36

LP45

Supplementary Planning Guidance:

Affordable Housing

Design Quality

House Extension and External Alterations

Transport

Refuse and Recycling Storage Requirements

Residential Development Standards

Small and Medium Housing Sites

Sustainable Construction Checklist

Shopfronts

Village Plan - Central Richmond

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.

U0055225 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. Alternately you may contact Peter Cridland, Address Management Manager (020 8891 7889 peter.cridland@richmond.gov.uk).

U0055224 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 amended following negotiations with the Council to ensure the scheme complied with adopted policy and guidance, and a decision was made without delay.

U0055223 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
21/1521/FUL

FUL 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, 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, 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

Email 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

Email 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