

Environment Directorate / Development Management

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Nigel Gilmore
Gilmore Planning Services
Caerleon
Old Church Road, Mawnan
Falmouth
TR11 5HX
United Kingdom

Letter Printed 12 July 2022

FOR DECISION DATED
12 July 2022

Dear Sir/Madam

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

Application: 21/4038/FUL
Your ref: Old Kings Head
Our ref: DC/EMC/21/4038/FUL/FUL
Applicant: Mr Andre Jason
Agent: Nigel Gilmore

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

The Old Kings Head Hampton Court Road Hampton Wick Kingston Upon Thames

for

Change of use of ground floor and basement of the former Old Kings Head public house to a Mixed Use Community Cycle Hub comprising Café (Use Class E(b)), Training Area (Use Class F2(b)) and Treatment Room/Medical (Use Class E(e)) and 1No. 1-bedroom apartment. Alterations and conversion of the first and second floors to replace existing staff accommodation with 3No. 2-bedroom apartments. External Alterations to include the replacement of French doors with balconies and a roof terrace on the first floor western and southern elevations, the installation of 2 no. conservation-style rooflights on the southern and western roof slopes and a bike enclosure to the rear at ground floor.

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.

www.richmond.gov.uk/planning

London Borough of Richmond upon Thames
Civic Centre, 44 York Street, Twickenham TW1 3BZ

Tel 020 8891 1411 Textphone 020 8891 7120 Email envprotection@richmond.gov.uk

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 21/4038/FUL

APPLICANT NAME

Mr Andre Jason
Suite 48, Nicholson House
41 Thames Street
Weybridge
KT13 8JG
United Kingdom

AGENT NAME

Nigel Gilmore
Caerleon
Old Church Road, Mawnan
Falmouth
TR11 5HX
United Kingdom

SITE

The Old Kings Head Hampton Court Road Hampton Wick Kingston Upon Thames

PROPOSAL

Change of use of ground floor and basement of the former Old Kings Head public house to a Mixed Use Community Cycle Hub comprising Café (Use Class E(b)), Training Area (Use Class F2(b)) and Treatment Room/Medical (Use Class E(e)) and 1No. 1-bedroom apartment. Alterations and conversion of the first and second floors to replace existing staff accommodation with 3No. 2-bedroom apartments. External Alterations to include the replacement of French doors with balconies and a roof terrace on the first floor western and southern elevations, the installation of 2 no. conservation-style rooflights on the southern and western roof slopes and a bike enclosure to the rear at ground floor.

SUMMARY OF CONDITIONS AND INFORMATIVES

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Commencement of Use

INFORMATIVES

U0061871	Bats
U0061893	S106
U0061878	Composite Informative
U0061877	CIL

DETAILED CONDITIONS AND INFORMATIVES

DETAILED CONDITIONS

AT01 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.

U0131730 Approved Drawings

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

24 Nov 2021 18-20 A001 Location Plan
24 Nov 2021 18-20 A002 Existing Site Plan
24 Nov 2021 18-20 A003 Existing Basement Ground and First Floor
24 Nov 2021 18-20 A004 Existing Second Floor and Roof Plans
24 Nov 2021 18-20 A005 Existing North and South Elevations
24 Nov 2021 18-20 A006 REV A Existing East and North Elevations
24 Nov 2021 18-20 A104 REV H Proposed Second Floor and Roof Plans
Received 24 November 2021

04 Apr 2022 18-20 A006 Existing East and West Elevations
Received 04 April 2022

13 Apr 2022 18-20 A103 REV L Proposed Basement, Ground and First Floor
13 Apr 2022 18-20 A106 REV C Proposed East and North Elevations
Received 13 April 2022

21 Apr 2022 18-20 A105 REV F Proposed West and South Elevations
Received 21 April 2022

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

U0131731 Materials to be approved

The external surfaces of the building(s) (including fenestration) and, where applicable, all areas of hard surfacing 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.

U0131732 External lighting

Prior to installation, details of all external lighting - including locations, technical specifications, horizontal lux plan shall be submitted to and agreed in writing by the Local Planning Authority and thereafter constructed in accordance with these details. The details should accord with CIBSE guide LG6 and ILP/BCT Bat guidance note 8; there should be no upward lighting or lighting onto the open sky, buildings, trees and vegetation, or potential roost features.

There must be no external lighting on the balcony All windows on the south side must be treated to ensure that there is no light spill onto the SSSI or the large mature trees. Reason: To safeguard the ecology of the site and neighbour amenity.

U0131733 Bats including Ecological Enhancement

All recommendations as per the Arbtech preliminary Roost Assessment (dated 09/02/22) shall be implemented in full and no construction works shall commence on site until the precautionary working method has been submitted and agreed in writing by the Local Planning Authority and thereafter implemented in accordance with these details. 1 woodcrete box shall be installed on site and the location to be outlined on a plan showing specific location (including proposed aspect and height), specific product/dimensions.

Should works not commence before 1st April 2023, a repeat bat emergent survey shall be required to be submitted to and approved in writing by the Local Planning Authority.
Reason: To safeguard the ecology of the site.

U0131734 Energy Reduction

The building 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 Councils sustainability policies and to accord with the terms of the application submitted.

U0131735 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.

U0131736 BREEAM for Non-Housing

The development hereby approved shall achieve BREEAM Rating 'Excellent'; 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.

U0131737 BREEAM Excellent - Housing

The dwelling(s) hereby approved shall achieve BREEAM Domestic Refurbishment Rating 'Excellent' in accordance with the terms of the application & the requirements of the BREEAM Guide (or such national measure of sustainability for house design that replaces that scheme). REASON: In the interests of promoting sustainable forms of developments and to meet the terms of the application.

U0131738 Fire Statement

The development must be carried out in accordance with the provisions of the Fire Safety Statement prepared by FRA Compliance Limited supplied on 24 Nov 2021 and retained as such thereafter.

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

U0131739 Window Detail

The development shall not be carried out other than in accordance with detailed drawings of the proposed balconies, roof terrace, windows and doors to a scale of not less than 1:20 metres which shall be submitted to and approved in writing by the Local Planning Authority, such details are required to show: materials, dimensions and slimline double-glazing details.

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

U0131740 Cycle Parking - RESIDENTIAL

None of the residential units shall be occupied until cycle parking facilities for the residential units hereby approved 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.

U0131741 Cycle Parking -COMMUNITY CYCLE HUB

No building/dwelling/part of the development shall be occupied until cycle parking facilities for the community cycle hub hereby approved 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.

U0131742 Construction Management 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.

U0131743 Community use agreement

The development hereby approved shall not be occupied until a community use agreement has been submitted to and approved in writing by the Local Planning Authority. This agreement shall detail the terms of access/use of the community cycle hub facilities to be made available to local community groups and the general public including the days, hours, charges and maintenance responsibilities. The facilities shall include the café/community floorspace, ancillary kitchen, toilets and treatment room as shown on approved drawing no: 18-20 A103 REV L received on 13 April 2022. The development shall thereafter not be used at any time other than in strict compliance with the approved agreement unless otherwise agreed by the Local Planning Authority.
REASON: To secure well managed and safe community access to the approved facilities.

U0131744 Ongoing mgt of café/community space

The development hereby approved shall not be occupied until details of the ongoing management of the café/community space/kitchen/toilets/treatment room as shown on approved drawing no: 18-20 A103 REV L has been submitted to and approved in writing by the Local Planning Authority. The development shall not be used at any time other than in strict compliance with the approved details.
REASON: To secure the well managed and safe use of the approved facility.

U0131745 Recycling - Details required

Recycling facilities shall be provided as part of the development hereby approved in accordance with detailed drawings to be submitted to and approved in writing by the Local Planning Authority, such drawings to show position, size, design, materials, finishes and signage thereof.
REASON: To accord with this Council's policy to encourage the recycling of appropriate waste products.

U0131746 Refuse Arrangements - Residential

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

U0131747 Refuse Arrangements-Comm Cycle Hub

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

U0131748 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.

U0131749 Sound Insulation for Commercial Premises

Prior to the commencement of any superstructure works a detailed scheme of noise insulation measures for all divisions walls and/or floors separating proposed commercial/residential areas shall be submitted to and approved in writing by the Local Planning Authority. The scheme of noise insulation measures shall be prepared by a suitably qualified consultant/engineer and shall demonstrate that the proposed sound insulation will achieve a level of protection which is at least + 5dB above the Approved Document E standard dwelling houses and flats for airborne sound insulation and -5dB for impact sound insulation. The approved scheme shall be implemented prior to the commencement of the use and be permanently retained thereafter.

REASON: To ensure that the proposed development does not prejudice the enjoyment by neighbouring occupiers of their properties.

U0131750 Commercial kitchen Extraction System

A scheme for the extraction and treatment of fumes and odours generated from cooking or any other activity undertaken on the premises shall be submitted to and approved in writing by the local planning authority. Any equipment, plant or process approved pursuant to such details shall be installed prior to the first use of the premises and shall be operated and retained in accordance with the approved details and operated in accordance with manufacturer's instructions. The scheme shall be installed in accordance with the requirements detailed in Supplementary Planning Guidance - Planning Guidance for Food and Drink Establishments

REASON: To ensure that the proposed development does not prejudice the enjoyment by neighbouring occupiers of their properties.

U0131751 Specific mixed use

The ground floor community cycle hub as indicated on Plan 18-20 A103 REV L shall be used solely as a mixed use community café (Use Class E(b)), training area (Use Class F2(b)) and treatment room/medical facility (Use Class E(e)) 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, unless otherwise agreed in writing by the Local Planning Authority.

REASON: To ensure a satisfactory mixed-use development as indicated on the drawings that does not prejudice the site or locality.

U0131752 Public toilets

The disabled WC and WC as shown on approved drawing no 18-20 A103 REV L shall at no time be unavailable for use by the general public between the hours of 7am and 7pm on any day that the community cycle hub is open to customers

REASON: To ensure social infrastructure aspects of the development are implemented as indicated on the proposed drawings to a satisfactory standard.

U0131753 RS13AF Staff leaving premises

Staff shall not be present on the premises after a period of 60 minutes has elapsed following the approved closing time.

REASON: To protect the amenities of nearby residential properties

U0131754 Step-Free Access

The community café shall have a level approach from the public highway and footpaths at all times.

REASON: To safeguard access for the disabled.

U0131755 26 RS02A F Restrict hours/notice

26 RS02A F Restrict hours/notice

Customers shall not be present on the premises, nor shall there be preparation, sale or delivery of food for consumption off the premises during the following times:-
Monday-Sunday inclusive - before 7am; and after 7pm.
A notice to this effect shall be displayed at all times on the premises so as to be visible from outside.

REASON: To ensure that the proposed development does not prejudice the amenities of nearby occupiers, or the area generally.

U0131756 Permeable paving

The paving of the hard surfaces of the development hereby permitted shall be carried out using permeable materials and shall be permanently retained and maintained as such. REASON: In order to ensure that the development minimises surface run-off.

U0131757 Sustainable Urban Drainage

No building hereby permitted shall be occupied until details of a sustainable urban drainage scheme for the site has been submitted and approved in writing by the Local Planning Authority. The approved scheme shall be completed in accordance with the submitted details. The sustainable drainage scheme shall be managed and maintained thereafter in accordance with an agreed management and maintenance plan for all of the proposed drainage components.

REASON: To comply with the Non-Statutory Technical Standards for Sustainable Drainage Systems, the National Planning Policy Framework (Paragraph 103), the London Plan (Policies SI 12 and SI 13) along with associated guidance to these policies and Richmond's Local Plan Policy LP 21.

U0131758 Commencement of Use

The residential flats hereby permitted shall be not be occupied until details demonstrating the commencement of use of the Mixed Use Community Cycle Hub Comprising Café (Use Class E(b)), Training Area (Use Class F2(b)) and Treatment Room/Medical (Use Class E(e)) has been submitted and approved in writing by the Local Planning Authority.

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

DETAILED INFORMATIVES

U0061871 Bats

Should be bats be found, all works must be stopped immediately and an experience bat consultant called for advice.

U0061893 S106

A Signed S106 Agreement is required to support this development.

U0061878 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:-

NPPF (2021)

The key chapters applying to the site are:

Section 4: Decision-making

Section 5: Delivering a sufficient supply of homes

Section 6: Building a strong, competitive economy

Section 7: Ensuring the vitality of town centres

Section 9: Promoting sustainable transport

Section 11: Making effective use of land

Section 12: Achieving well-designed places

Section 14: Meeting the challenge of climate change, flooding and coastal change

Section 15: Conserving and enhancing the natural environment

Section 16: Conserving and enhancing the historic environment

These policies can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf

London Plan (2021)

The main policies applying to the site are:

Policy D4 - Delivering good design

Policy D5 - Inclusive design

Policy D6 - Housing quality and standards

Policy D12 - Fire Safety

Policy H1 - Increasing housing supply

Policy H2 - Small sites

Policy H4 - Delivering affordable housing

Policy H7 - Monitoring of affordable housing

Policy H10 - Housing size mix

Policy SI 12 - Flood risk management

Policy SI 13 - Sustainable drainage

Policy T4 - Assessing and mitigating transport impacts

Policy T5 - Cycling & Table 10.2

Policy T6 - Car parking & Table 10.3

These policies can be found at: <https://www.london.gov.uk/what-we-do/planning/london-plan>

Richmond Local Plan (2018)

The main planning considerations applying to the site and the associated Local Plan policies are:

Issue Local Plan Policy

Local Character and Design Quality LP1

Designated Heritage Assets LP3

Non Designated Heritage Assets LP4

Archaeology LP7

Amenity and Living Conditions LP8

Green Belt, Metropolitan Open Land and Local Green Space LP13

Biodiversity LP15

Trees, Woodland and Landscape LP16

River Corridors LP18

New Housing LP34

Housing Mix and Standards LP35

Sustainable Design and Construction LP22

Flood Risk and Sustainable Drainage LP21

Sustainable Design and Construction LP22

Local Shops, Services and Public Houses LP27
Social and Community Infrastructure LP28
Health and Wellbeing LP30
Sustainable Travel Choices LP44
Parking Standards and Servicing LP45
Parking Standards Appendix 3

These policies can be found at
https://www.richmond.gov.uk/media/15935/adopted_local_plan_interim.pdf

Supplementary Planning Documents
Buildings of Townscape Merit
Design Quality
House Extension and External Alterations (2015)
Transport (2020)
Refuse and Recycling Storage Requirements
Residential Development Standards
Hampton Wick and Teddington Village Planning Guidance SPD (2017)
Affordable Housing (2014)
Guidance Notes on the Calculation of a Commuted Sum for the provision of Affordable Housing off-site Annex A
Viability Appraisal or Commuted Sum Calculation Annex B Schedule Of Inputs And Sources Of Information

These policies can be found at:
https://www.richmond.gov.uk/services/planning/planning_policy/local_plan/supplementary_planning_documents_and_guidance
Other Local Strategies or Publications

Other strategies or publications material to the proposal are:

- o Community Infrastructure Levy
- o Hampton Wick Conservation Area Study 18

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 BS 5228-1:2009+A1:2014 - Noise and vibration control on construction and open sites.

Any enquiries for further information should be made to the Noise & Nuisance Team, Regulatory Services Partnership NoiseandNuisance@merton.gov.uk.

U0061877 CIL

This is to notify you that were this development to be acceptable, it would be liable for a chargeable amount under the Community Infrastructure Levy Regulations 2010 (as amended by the Community Infrastructure Levy Regulations 2012).

END OF SCHEDULE OF CONDITIONS AND INFORMATIVES FOR APPLICATION
21/4038/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