

**Environment Directorate / Development Management**

Web: [www.richmond.gov.uk/planning](http://www.richmond.gov.uk/planning)  
Email: [envprotection@richmond.gov.uk](mailto:envprotection@richmond.gov.uk)  
Tel: 020 8891 1411  
Textphone: 020 8891 7120



David Edlin  
Wandsworth Council  
Wandsworth Town Hall  
Wandsworth  
SW18 1DW

Letter Printed 7 February 2023

**FOR DECISION DATED**  
7 February 2023

Dear Sir/Madam

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

**Application:** 22/1075/FUL  
**Your ref:**  
**Our ref:** DC/TFA/22/1075/FUL/FUL  
**Applicant:** Cheney Gardner  
**Agent:** David Edlin

**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 March 2022** and illustrated by plans for the permission of the Local Planning Authority to develop land situated at:

**First Floor Flat Teddington District Library Waldegrave Road Teddington**

for

**Change of use of first floor from self-contained residential flat to office. Internal alterations including, upgrading the fire escape route, refurbishment of the kitchen to a tea room and WC facilities . Painting and decorating all rooms and corridors throughout the new offices and stair well to the private entrance.**

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 22/1075/FUL

## APPLICANT NAME

Cheney Gardner  
Richmond Upon Thames Library Services  
The Cottage, Little Green  
Richmond  
TW9 1QH

## AGENT NAME

David Edlin  
Wandsworth Town Hall  
Wandsworth  
SW18 1DW

## SITE

First Floor Flat Teddington District Library Waldegrave Road Teddington

## PROPOSAL

Change of use of first floor from self-contained residential flat to office. Internal alterations including, upgrading the fire escape route, refurbishment of the kitchen to a tea room and WC facilities . Painting and decorating all rooms and corridors throughout the new offices and stair well to the private entrance.

## SUMMARY OF CONDITIONS AND INFORMATIVES

---

### CONDITIONS

AT01	Development begun within 3 years
U0149687	Specific use - General use class ~~
U0149691	Approved Drawings
U0149689	Fire Safety
U0149690	Delivery and servicing plan
U0149688	Refuse storage

---

### INFORMATIVES

U0074620	NPPF APPROVAL - Para. 38-42
U0074619	Composite Informative

# 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.

### **U0149687 Specific use - General use class ~~**

The premises shall be used only for/as offices and for no other purpose whether or not within Use Class E as specified in the schedule to the Town and Country Planning (Use Classes) Order 2020, or in any provision revoking or re-enacting that order.

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

### **U0149691 Approved Drawings**

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

2102-0402-DWG-BDE 001, 2102-0402-DWG-BDP 002, 2102-0402-DWG-DAE003, 2102-0402-DWG-DAP004, 2102-0402-DWG-DBE005, 2102-0402-DWG-DB&EP006, 2102-0402-DWG-DCE007, 2102-0402-DWG-DCP008, 2102-0402-DWG-DDE009, 2102-0402-DWG-DDP010, 2102-0402-DWG-DFE011, 2102-0402-DWG-DFP012, 2102-0402-DWG 03, 2102-0402-DWG-03, 2102-0402-DWG-DHE015, 2102-0402-EP002, 2102-0402-DWG PP003, 2102-0402-DWG-TR001; received 4 April 2022

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

### **U0149689 Fire Safety**

The development must be carried out in accordance with the provisions of the Fire Safety Statement and Fire Safety Strategy Plan, each received 28 June 2022, 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.

### **U0149690 Delivery and servicing plan**

Prior to the occupation of the development hereby approved, a delivery and servicing strategy shall be submitted to and agreed in writing by the Local Planning Authority. The scheme approved by the local planning authority shall be implemented at all times in accordance with the approved details unless otherwise agreed in writing by the Local Planning Authority.

REASON: To ensure a safe and convenient form of development with limited impact on local roads and to safeguard the amenities of nearby occupiers and the area generally

### **U0149688 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.

---

## DETAILED INFORMATIVES

---

### **U0074620 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 considered acceptable as submitted and a decision was made with an extension of time.

### **U0074619 Composite Informative**

#### **Principal Policies:**

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

National Planning Policy Framework (2021)

London Plan (2021)

- o D12 - Fire Safety

Local Plan (2018)

- o LP 1 - Local Character & Design Quality
- o LP 3 - Designated Heritage Assets
- o LP 8 - Amenity & Living Conditions
- o LP 10 - Local Environment Impacts, Pollution and Land Contamination
- o LP 38 - Loss of Housing
- o LP 40 - Employment and Local Economy
- o LP 41 - Offices
- o LP 44 - Sustainable Travel Choices
- o LP 45 - Parking Standards and Servicing

Supplementary Planning Documents (SPD) / Guidance (SPG)

- o Transport SPD (2020)
- o Hampton Wick & Teddington Village Planning Guidance (2017)

#### **Building Regulations:**

The applicant is advised that the erection of new buildings or alterations to existing buildings should comply with the Building Regulations. This permission is NOT a consent under the Building Regulations for which a separate application should be made. For application forms and advice please contact the Building Control 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.

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.

END OF SCHEDULE OF CONDITIONS AND INFORMATIVES FOR APPLICATION  
22/1075/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](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