

Place Division / Development Management

Web: www.richmond.gov.uk/planning
Email: envprotection@richmond.gov.uk
Tel: 020 8891 1411
Textphone: 020 8891 7120



Mrs Zoe Wilkinson
Atlas Planning Group
Atlas Planning Group Ltd
Bodenham House Barn, Bodenham
Salisbury
SP4 5EN

Letter Printed 9 July 2024

FOR DECISION DATED
9 July 2024

Dear Sir/Madam

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

Application: 23/2478/FUL
Your ref: Friars Stile Road
Our ref: DC/DAV/23/2478/FUL/FUL
Applicant: -
Agent: Mrs Zoe Wilkinson

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 **8 September 2023** and illustrated by plans for the permission of the Local Planning Authority to develop land situated at:

Rear Of 19-23 Friars Stile Road Richmond

for

Demolition of the existing garages, erection of a residential dwelling (Use Class C3), parking, landscaping, store, alterations and improvements to the existing rear stair core to 19-23 Friars Stile Road and associated works.

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 23/2478/FUL

APPLICANT NAME

-
c/o Agent
-
-
-
-
-

AGENT NAME

Mrs Zoe Wilkinson
Atlas Planning Group Ltd
Bodenham House Barn, Bodenham
Salisbury
SP4 5EN

SITE

Rear Of 19-23 Friars Stile Road Richmond

PROPOSAL

Demolition of the existing garages, erection of a residential dwelling (Use Class C3), parking, landscaping, store, alterations and improvements to the existing rear stair core to 19-23 Friars Stile Road and associated works.

SUMMARY OF CONDITIONS AND INFORMATIVES

CONDITIONS

U0184697	Development begun within 3 years
U0184698	Approved drawings
U0184699	Construction Management Plan
U0184700	Detailed Drainage Design
U0184701	Green roof/s
U0184702	Hard and Soft Landscaping
U0184703	Renewable energy details
U0184704	ASHP Acoustic Detail
U0184705	Materials
U0184706	Sustainable Drainage Evidence
U0184707	Boundary Treatment
PK06A	Cycle parking
U0184708	Refuse Storage Residential
U0184709	Car Parking
U0184710	Energy Reduction
U0184711	Fire Safety
DV51B	Water Consumption
GD02A	Restriction-Alterations/extn
DV52A	Building Regulation M4(2)
U0184712	Window obscure glazed-No openable~~
GD01A	Restriction on use of roof
U0184713	Basement Construction
U0184714	NRMM
U0184715	Contaminated Land

INFORMATIVES

U0092821	NPPF APPROVAL - Para. 38-42
U0092822	Composite Informative
U0092828	Considerate Constructors
U0092825	CIL liable
U0092827	Section 106 agreement
U0092824	Street numbering

DETAILED CONDITIONS AND INFORMATIVES

DETAILED CONDITIONS

U0184697 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.

U0184698 Approved drawings

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

104 rev P2, 112 rev P1, 113 rev P1, CM/22209/ELE, CM/22209/T received 08 September 2023;

517.0006-0001 P01, 517.0006-0002 P01; received 06 November 2023;

'Existing Garage Plan', 100 P5, 101 P5, 114 P2; received 28 November 2023;

102 P9, 103 P8, 111 P4; received 12 December 2023; and

107 P3; received 13 December 2023.

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

U0184699 Construction Management Plan

No development shall take place, including any works of demolition, until a detailed Construction Management Plan (to include any demolition works) using the Council's proforma document

(https://www.richmond.gov.uk/media/22165/construction_management_plan_guidance_notes.pdf) has been submitted to and approved in writing by the Local Planning Authority. The development shall not be implemented other than in accordance with the approved plan.

The Statement shall detail :

1. Contact details, including a 24hr emergency contact (details of which shall be displayed on any hoarding / security fencing)
2. Programme length and phasing
3. The number, type and dimensions of vehicles required
4. Vehicle routing
5. Details of holding areas for construction traffic and communication strategy for their arrival
6. Methods of spoil removal and concrete supply
7. Details and location where plant and materials will be loaded and unloaded
8. Security hoarding and maintenance of such
9. Site setup drawings showing the position of vehicles, skips, concrete supply, etc. at a minimum scale of 1:200, showing the site in context of the surrounding highway and neighbouring properties
10. On classified roads generally, vehicles will be expected to enter and exit the site in forward gear. Swept Path Analysis drawings will be required to demonstrate this
11. Details of how the safety of highway users and vulnerable pedestrians will be managed
12. Details of how access to neighbouring properties will be maintained
13. Details of how any trees and street furniture (i.e. lighting columns, communications cabinets, bollards, etc.) are to be protected during the works
14. Details of any required footway and/or road closures, or highway licences
15. Any necessary parking suspension details
16. Details of any wheel-washing facilities, if required

17. 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 BS 5228-1:2009+A1:2014, Code of Practice for Noise and Vibration Control on Construction and Open Sites; as well as for dust control: COSHH 2002 (as amended 2020), The London Plan 2021 Policy SI-1-D and HSE Construction Information Sheet CIS36

18. Where applicable, the Construction Management Statement should be written in conjunction with the Arboricultural Method Statement, and in accordance with British Standard 5837:2012 'Trees in relation to design, demolition and construction - recommendations', in particular section 5.5, 6.1, 6.2, 6.3 and 7.

REASON: In the interests of highway and pedestrian safety together with the amenity of the area and in order to demonstrate the development would not have an unacceptable impact on the operation of the public highway and neighbours.

U0184700 Detailed Drainage Design

Prior to commencement of groundworks (excluding site investigations and demolition), a final detailed drainage design including drawings, an updated SuDS proforma and supporting calculations aligned with the Flood Risk Assessment (dated August 2023) shall be submitted to and approved in writing by the Local Planning Authority. A detailed management plan confirming routine maintenance tasks for all drainage components shall also 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 approved details shall be implemented prior to the occupation of the development hereby approved.

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 SI 13, its associated Sustainable Design and Construction SPG, the Non-Statutory Technical Standards for Sustainable Drainage Systems and Richmond Council's Local Plan Policy LP21.

U0184701 Green roofs

Full details of all green roofs shall be submitted to and approved in writing by the local planning authority prior to superstructure works for the relevant building accommodating such, commencing on site. The scheme shall not be implemented other than in accordance with the approved details.

REASON: To enhance nature conservation interest.

U0184702 Hard and Soft Landscaping

Before constructing any new hard or soft landscape, full details of both hard and soft landscaping works shall be submitted to and approved in writing by the local planning authority. These details shall include:

(A) Hard landscape 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.); 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.

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

U0184703 Renewable energy details

Notwithstanding the details shown on the approved drawings, further details of the air source heat pumps including enclosures to be installed in accordance with the approved Energy Statement shall be submitted to and approved in writing by the Local Planning Authority prior to their installation. The details shall include the siting, design and technical specification. The development hereby approved shall not be occupied until the renewable energy measures have been implemented in accordance with the approved details.

REASON: In the interests of promoting sustainable forms of developments, to meet the terms of the application and to accord with the Council's carbon reduction targets.

U0184704 ASHP Acoustic Detail

a) Before the ASHP to which the application refers is used at the premises, a scheme shall be submitted to and approved in writing by the local planning authority which demonstrates that the following noise design requirements can be complied with.

b) The cumulative measured or calculated rating level of noise emitted from the plant to which the application refers, shall be 5dB(A) below the existing background noise level, at all times that the mechanical system etc. operates. The measured or calculated noise levels shall be determined 1 metre from the facade of the nearest noise sensitive premises, and in accordance to the latest British Standard 4142; An alternative position for assessment /measurement may be used to allow ease of access, this must be shown on a map and noise propagation calculations detailed to show how the design criteria is achieved.

c) The plant shall be isolated so as to ensure that vibration amplitudes which causes re-radiated noise not to exceed the limits detailed in table 4 detailed in section 7.7.2 of BS8233:2014 Guidance on sound insulation and noise reduction for buildings "

d) The ASHP shall not be installed or operated other than in accordance with the approved details.

d) A commissioning acoustic test and report shall be undertaken within 2 weeks of mechanical services commissioning, in order to demonstrate that the approved noise design requirements have been achieved. The results of the test shall be submitted to and approved in writing by the LPA.

REASON: To safeguard the amenities of nearby neighbouring occupants.

U0184705 Materials

The external surfaces of the buildings hereby approved (including fenestration) 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.

U0184706 Sustainable Drainage Evidence

No building hereby permitted shall be occupied until evidence (photographs and installation contracts) have been submitted to demonstrate that the sustainable drainage scheme for the site has been completed in accordance with the submitted details. 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 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 Council's Local Plan Policy LP21.

U0184707 Boundary Treatment

None of the buildings hereby approved shall be occupied until the boundary treatments shown on drawing 22.3349.102 rev P2 have been implemented in accordance with the approved details, unless otherwise agreed in writing by the Local Planning Authority.

REASON: To safeguard the ecology of the site, amenities of the adjoining occupiers and the area generally

PK06A Cycle parking

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

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

U0184708 Refuse Storage Residential

A. The residential development hereby approved shall not 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.

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

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

U0184709 Car Parking

The car parking layout as shown on drawing no. 102 P9 shall be implemented in full prior to first occupation of the development hereby approved. The proposed parking spaces shall not be used for any purpose other than for the parking of private motor vehicles used by resident users or visitors to the development. At least one parking space shall include provision for active charging facilities. At least passive infrastructure for electric or other ultra-low emission vehicles shall be provided for the other parking space.

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

U0184710 Energy Reduction

The dwelling(s) hereby approved shall achieve a 35% reduction in Carbon dioxide emissions beyond Building Regulations requirements (2021) in accordance with the Energy and Sustainability Statement received on 08 September 2023.

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

U0184711 Fire Safety

The development must be carried out in accordance with the provisions of the Fire Statement received 08 September 2023 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.

DV51B 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, using the fittings approach.

Reason: In the interests of water efficiency in accordance with Policy LP22 of the Local Plan (2018) and SI5 of the London Plan (2021).

GD02A 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.

DV52A 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.

U0184712 Window obscure glazed-No openable~~

The proposed first floor window(s) in the south-east 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 first floor level.

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

GD01A Restriction on use of roof

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 part(s) of the roof of the building(s) hereby approved shall be used as a balcony or terrace nor shall any access be formed thereto.

REASON: To safeguard the amenities of the occupiers of adjoining property.

U0184713 Basement Construction

The basement hereby approved shall not be constructed other than in accordance with recommendations made throughout the Basement Impact Assessment Ref 20904/BSA Rev1.1 (dated July 2023) unless otherwise approved in writing by the Local Planning Authority.

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, and Richmond Council's Local Plan Policy LP11 and LP21; to safeguard structural stability; and to reduce risk of life to future occupants.

U0184714 NRMM

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

U0184715 Contaminated Land

If during the implementation the development hereby approved any contamination is encountered, all works shall cease until an appropriate methodology including mitigation shall be submitted to and agreed in writing by the Local Planning Authority.

Thereafter mitigation works shall be carried out in accordance with the approved details and the development shall not be occupied until a verification report, produced on completion of the remediation, has been submitted to and approved in writing by the local planning authority.

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

DETAILED INFORMATIVES

U0092821 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 recommended for approval and referred to the first available Planning Committee, where the agents / applicants had an opportunity to present the case.

U0092822 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: SD6, SD7, SD8, GG2, D4, D5, D6, D12, HC1, SI 2, SI 3, SI 4, SI12, SI13, T1, T3, T4, T5, T6

Local Plan Policies: LP1, LP3, LP4, LP8, LP10, LP17, LP21, LP20, LP22, LP24, LP34, LP35, LP36, LP39, LP44, LP45

Supplementary Planning Guidance: Design Quality; Development Control for Noise Generating and Noise Sensitive Development; Transport; Refuse and Recycling Storage Requirements; Sustainable Construction Checklist;

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.

U0092828 Considerate Constructors

The London Borough of Richmond encourages all contractors to be 'Considerate Contractors' when working in the city by being aware of the needs of neighbours and the environment and encourages sites to operate in accordance with the Considerate Constructors Scheme <https://www.ccscheme.org.uk/> or similar.

U0092825 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.

U0092827 Section 106 agreement

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

U0092824 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).

END OF SCHEDULE OF CONDITIONS AND INFORMATIVES FOR APPLICATION
23/2478/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