

25 June 2024

Mr Kieran Rafferty  
KR Planning  
183 Seafield Road  
Bournemouth  
BH6 5LJ

Dear Sir/Madam

**The Town and Country Planning Act 1990, (as amended)  
Incomplete Application**

**Application:** 24/1563/GPD26  
**Our ref:** DC/GAP/24/1563/GPD26/GPD26  
**Proposal:** Proposed change of use from Class E units to 2No. 1 bed apartments  
C3 (residential) Use Class  
**Site:** 3 - 4 New Broadway Hampton Hill  
**Applicant:** Mr C Dolan  
**Agent:** Mr Kieran Rafferty

I acknowledge receipt of your application as detailed above but unfortunately it cannot be treated as being complete as the following item(s) remain outstanding.

**ACTIONS REQUIRED**

1. The red lines on the Location Plan and Ground Floor Plans do not tally with each other. Please can the applicant revise one of the plans to accord with the other.

Only when all the information requested has been received will you be sent a formal acknowledgement giving you the date by which the Council will try to take a decision on your application.

If you no longer wish to proceed with this application please inform us **within 28 days**, i.e. by **23 July 2024** and any fees paid will be refunded.

**Validation Dispute**

If you disagree with the reasons why your application is invalid, you may serve an Article 12 Notice on the Authority. As set out in Article 12 (2) (i-iii) and Article 34 (6) (c) of The Town and Country Planning (Development Management Procedure) (England) Order 2015, for each particular the Authority has requested and is disputed by yourself, your Article 12 Notice must

- specify why you deem such request unreasonable having regard, in particular, to the nature and scale of the proposed development; and
- specify why you deem it to be unreasonable to think that such a request will be a material consideration in the determination of the application; and

- make a formal request for the Authority to waive the requirements.

Please submit your Article 12 Notice via email to DCTechnicalSupportHub@richmond.gov.uk, with our reference number (24/1563/GPD26) and titled 'Article 12 Notice'.

Following the receipt of the Article 12 Notice, the Authority will respond by either issuing

- a 'Validation Notice' stating the information is no longer required - and the application will be processed; or
- a 'Non-Validation Notice' stating the information is still required.

If the Authority issues a 'Non-Validation Notice', you may choose to withdraw the application and resubmit with the required information. Or, if the Authority fails to respond to your Article 12 Notice or issues a Non-Validation Notice and the statutory time period for determining the application has expired, you can appeal to the Planning Inspectorate against non-determination.

In considering the appeal, the Inspector will consider both the invalidity dispute (where a 'Non-Validation Notice' has been served) and the merits of the application. If the Inspector agrees with the invalidity of the application, the appeal will be dismissed.

Yours faithfully

Development Management  
London Borough of Richmond upon Thames