



# The Planning Inspectorate

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Kevin Bishop  
Herefordshire Council  
Central Divisional Planning  
P O Box 230  
Blueschool House  
Blueschool Street  
Hereford  
HR1 2ZB

Your Ref:  
Our Ref: APP/W1850/X/15/3134059

24 September 2015

Dear Kevin Bishop,

**Town and Country Planning Act 1990**  
**Appeal by Mr Simon Holden**  
**Site Address: Kingstone Court, Bishops Frome, WR6 5BL**

I have received Lawful Development Certificate Appeal forms and documents for this site. I am the case officer, if you have any questions, please contact me.

I have checked the papers and confirm that the appeal(s) is valid. If I later find out that this is not the case, I will write to you again.

## **The procedure and starting date**

The appellant(s) has requested the Written representations procedure. We have applied the criteria and considered all representations received, including the appellant(s) preferred choice. We consider that the Written representations procedure is suitable and we intend to determine this appeal by this procedure.

The date of this letter is the **starting date** for the appeal(s). The timetable for the appeal(s) begins from this date.

## **Sending documents to us and looking at the appeal(s)**

If you post your documents, please:

- send one copy of the questionnaire and its supporting documents;
- send two copies of other documents as specified below;
- put the full appeal reference number(s) on each copy.

If you email them, please quote the full appeal reference number. Guidance on communicating with us electronically can be found at: [www.planningportal.gov.uk/planning/appeals/guidance](http://www.planningportal.gov.uk/planning/appeals/guidance).

You can look at this case using the Planning Casework Service [www.planningportal.gov.uk/planning/appeals/online/search](http://www.planningportal.gov.uk/planning/appeals/online/search) by typing in the appeal reference number and clicking on "Search for Cases".

### **Keeping to the timetable**

You must keep to the timetable set out below and make sure that you send us the relevant documents within these deadlines. This will mean that we can deal with the appeal(s) promptly and fairly. If you do not send us the relevant documents in time, the Inspector will not normally look at them and we will return them to you unless there are exceptional reasons for accepting them. You must note the details of the following timetable because we will not send any reminders.

Inspectors will not accept any documents from you or discuss your appeal(s) at the site visit. Also, Inspectors will not delay their decision to wait for any such documents.

The following documents must be sent within this timetable.

#### **By 08 October 2015**

You must notify occupiers of properties near the appeal site and any other persons who, in your opinion, are affected by the appeal(s).

You should include:

- a) a description of the development concerned;
- b) a statement of your reasons for not granting a certificate;
- c) that the planning merits of the appeal(s) are not an issue;
- d) an invitation to interested persons that they may make their views known by writing to the case officer at the above address, quoting our reference numbers. Their representations must be sent within 6 weeks of the starting date, **by 05 November 2015**. If comments are submitted after the deadline, the Inspector will not normally look at them and they will be returned. Wherever possible they must submit three copies of their letter and you should give warning that their views will be disclosed to the parties to the appeal(s) unless the representations are withdrawn before the 6 weeks deadline;
- e) that the Planning Inspectorate will not acknowledge representations. We will, however, ensure that letters received by the deadline are passed on to the Inspector dealing with the appeal(s);
- f) when and where the appeal documents will be available for inspection; and
- g) that the decision will be published on the Planning Portal.

You must also make sure that the appellant(s) and I are sent a copy of your completed appeal questionnaire and supporting documents, including a copy of your notification letter and a list of those notified. You have the opportunity to state your preferred choice of

procedure by answering Question 1 of the appeal questionnaire.

### **By 05 November 2015**

Please send me 2 copies of your statement. I will send a copy of your statement to the appellant(s) and send you a copy of their statement.

### **By 26 November 2015**

You and the appellant(s) must submit 2 copies of any final comments you and they have on each other's statement and on any comments from interested people or organisations. You must not send your final comments instead of, or to add to your statement. No new evidence is allowed at this stage. I will send you a copy of the appellant's final comments at the appropriate time.

### **Site Visit**

We will arrange for one of our Inspectors to visit the appeal site. If it is decided that the Inspector should be accompanied by the main parties, we will send you details of these arrangements nearer the time. If, however, an unaccompanied site visit can be made you will **not** be informed in advance and the Inspector should not be approached should you happen to observe him/her whilst he/she is conducting the site visit. If you were to do so the Inspector would of course identify him or herself but would not be able to engage in conversation with you at that time.

### **Withdrawing the appeal(s)**

If you hear that the appeal(s) is to be withdrawn, please telephone me immediately. If I receive written confirmation of this from the appellant(s), I will write to you.

### **Costs**

The appellant(s) has been directed to our Planning Portal for further information regarding costs – [www.planningportal.gov.uk/planning/appeals/guidance/costs](http://www.planningportal.gov.uk/planning/appeals/guidance/costs). You should also be aware that costs may be awarded to either party.

Additionally, a Planning Inspector or the Secretary of State may on their own initiative make an award of costs, in full or in part, if they judge that a party has behaved unreasonably resulting in unnecessary appeal expense.

### **Further information**

Further information about the appeals process can be accessed at - [www.planningportal.gov.uk/planning/appeals/guidance](http://www.planningportal.gov.uk/planning/appeals/guidance). I recommend that you read the relevant guidance.

Yours sincerely,

*Craig Maxwell*  
Craig Maxwell