



The Planning Inspectorate

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Your Ref: 69148/APP/2023/2680
Our Ref: APP/R5510/X/24/3343726

Mr John Allum
London Borough of Hillingdon
Civic Centre
High Street
Uxbridge
Middlesex
UB8 1UW

14 May 2024

Dear Mr Allum,

Town and Country Planning Act 1990
Appeal by Mr and Mrs D Khullar
Site Address: 126A Green Lane, NORTHWOOD, HA6 1AN

I have received Lawful Development Certificate Appeal(s) 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.

IMPORTANT INFORMATION

All appeals proceeding by an Inquiry will, subject to Inspector availability, follow a strict timetable with the aim of issuing the appeal decision within 26 weeks of the appeal being considered valid. All dates contained in this letter including the event date are therefore fixed and cannot be changed.

Please ensure that all the documents submitted during the appeal process are GDPR compliant.

The procedure and the starting date

The Appellant(s) has requested the Inquiry procedure.

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

The Inspector and Inquiry date

The Inspector appointed to decide the appeal is T C King BA(Hons), MRTPI and the inquiry will open at 10.00am on 17 September 2024. We have currently scheduled 2 sitting days. Please can you provide us with a venue for the event and a room for the Inspector to retire in during the event. Please confirm this in writing by 21 May 2024.

Please can the LPA secure a suitable venue as soon as possible and provide details. Arrangements should also be made so that anyone unable to attend in person can participate by joining virtually.

The Inspector will wish to hold a case management conference (CMC) with the main parties in about 8 weeks to be hosted virtually by the LPA ideally on Microsoft Teams. You will be notified of the date and time. The Inspector will prepare an agenda which will be issued in advance. Each party should have a single spokesperson nominated to speak; the intended advocates should participate if at all possible.

An invitation to the CMC should be sent to the relevant Case Officer who will make arrangements with the Inspector. For guidance on hosting virtual events for the Planning Inspectorate, please follow this link <https://www.gov.uk/government/publications/guidance-for-local-planning-authorities-hosting-virtual-events-for-the-planning-inspectorate/guidance-for-local-planning-authorities-hosting-virtual-events-for-the-planning-inspectorate>. It is important that the Inspector's email address is not disclosed to ensure they cannot be contacted direct by any party – please see paragraphs 4.1- 4.3 of the guidance on this point.

Further information will be provided when the CMC date is confirmed. Please can you provide the name of your spokesperson to us no less than 7 days before the CMC, along with the names of any other participants.

In advance of the CMC, parties are requested to consider what issues, if any could most efficiently be dealt with as a round table discussion at the inquiry or by written submissions in order to ensure that the inquiry is conducted in an efficient and effective manner, optimising inquiry time. This will be an item on the agenda for the CMC. Depending on the outcome of that discussion, the Inspector will direct how the evidence will be dealt with at the inquiry.

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

A timetable for some elements of the case is set out below. No reminders will be sent, and any documents sent after the deadlines will normally be returned.

PLEASE SUBMIT ALL DOCUMENTS USING THE PORTAL

You can also use the Internet to see information and to check the progress of cases through GOV.UK. The address of the search page is <https://acp.planninginspectorate.gov.uk/>

If you are unable to submit documents via the portal, please use the email address above. If posting documents (other than the Questionnaire) please send 2 copies of everything (or 3 if a Rule 6 party is registered). Whichever method you use, please make sure that all documents/emails are clearly marked with the full reference number.

Guidance on communicating with us electronically can be found at <https://www.gov.uk/government/publications/planning-appeals-procedural-guide>

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. Not meeting the prescribed timetables may be a reason for the Inspector to initiate an award of costs (see section on costs below).

Unless agreed otherwise by the Inspector at the case management conference the following documents must be sent within this timetable.

By 28 May 2024

Using the model notification letter at the following link: <http://www.gov.uk/government/publications/model-notification-letter-for-planning-appeals> you must notify any person who was notified or consulted about the application in accordance with the Act or a development order and any other interested persons who made representations to you about the application, that the appeal(s) has been made. You should tell them:

i.that any comments they made at application stage will be sent to me and the appellant(s) and will be considered by the Inspector (unless they withdraw them within the 2 weeks deadline). If they want to make any additional comments they must submit within 2 weeks from the date of the notification letter, by 25 June 2024. If comments are submitted after the deadline, the Inspector will not normally look at them and these will be returned.

ii.when and where the appeal documents will be available for inspection.

iii.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).

iv.that they can get a copy of our booklet 'Guide to taking part in planning appeals proceeding by Inquiry' either free of charge from you, or on GOV.UK <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>;

v.that the decision will be published on GOV.UK.

You must send a copy of a completed appeal questionnaire and supporting documents, a copy of your notification letter and a list of those notified to the Appellant(s) and me by this deadline.

By 25 June 2024

Please submit your statement of case giving full details of the case you will put forward at the inquiry including any documents, maps or plans you intend to refer to or use in evidence. The appellant may require you to send any such document (or relevant part of such a document). Please also include a list of any conditions or limitations you would agree to, if the appeal were to be allowed. I will send a copy of your statement to the appellant(s) and you must send a copy of your statement to any statutory parties. I will also send you and the appellant(s) a copy of any comments received from other interested persons or organisations.

The Appellant(s) and the LPA must also submit a copy of the completed agreed statement of common ground, listing all matters that are not only agreed but also confirming areas where there is disagreement. Further guidance on producing statements of common ground (and a model form) is available from <https://www.gov.uk/government/publications/statement-of-common-ground>

You must allow anyone who wants to inspect the appeal documents a reasonable opportunity to do so. Your statement must say when and where this can be done.

By 16 July 2024

The Appellant(s) and the LPA must submit 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 statements. No new evidence is allowed at this stage. I will send a copy of the appellant's final comments at the appropriate time.

By 20 August 2024

You and the Appellant(s) must submit copies of your proof(s) of evidence (and a written summary if the proof is over 1500 words in length). You should also send a copy to any statutory party. A 'proof of evidence' is a written statement that you, the appellant(s) or a witness wishes the Inspector to take into account at the inquiry. Any summary should reflect the contents of the proof and should not include new evidence.

By 27 August 2024

Please submit a copy of the LPA inquiry notification letter which confirms the date time and venue.

Planning obligations - section 106 agreements

A planning obligation, often referred to as a 'section 106 agreement', is either a legal agreement made between the LPA and a person 'interested in the land' or a legally binding undertaking signed unilaterally by a person 'interested in the land'. If you intend to submit a planning obligation, you must read the guidance provided on GOV.UK - [https:// www.gov.uk/government/publications/planning-appeals-procedural-guide](https://www.gov.uk/government/publications/planning-appeals-procedural-guide). A draft, or heads of terms, should be submitted before the case management conference. A final draft, agreed by all parties to it, must be submitted to me no later than 10 working days before the inquiry opens.

Statutory parties

'Statutory parties' are owners or tenants of the application/appeal site who made comments within the time limit on the application, or who do so on appeal. You must give details of any statutory parties at application stage on the questionnaire. I will tell you about any statutory parties who write to us at appeal stage, before your statement of case is due.

Withdrawing the appeal(s)

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

Costs

The Appellant(s) has been directed to GOV.UK for further information regarding costs – <http://planningguidance.communities.gov.uk/blog/guidance/appeals/>. You should also be aware that costs may be awarded to either party.

Additionally, the appointed 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.

The Appeal decision

The decision is expected to be issued on or before 1 November 2024

Further information

Further information about the appeals process can be accessed at GOV.UK - <https://www.gov.uk/government/publications/planning-appeals-procedural-guide>. I recommend that you read the relevant guidance.

Yours sincerely,

Kate Parfrey
Kate Parfrey

<https://www.gov.uk/government/publications/planning-inspectorate-privacy-notice>

Where applicable, you can use the internet to submit documents, to see information and to check the progress of cases through GOV.UK. The address of the search page is - <https://www.gov.uk/appeal-planning-inspectorate>