The Planning Inspectorate

Temple Quay House
2 The Square
Bristol
BS1 6PN

Customer Services:
0303 444 5080

GetInTouch@planninginspectorate.gov.uk
www.gov.uk/planninginspectorate

Your ref: AWDM1866/19
Our ref: D/4000773

Date: 15 April 2020

Dear Adur District Council

We have received an appeal form(s) and documents for 8, COLLINGWOOD COURT, SHOREHAM-BY-SEA, BN43 5SB. It has been through a validation process and we confirm the appeal is valid. If we later find out that this is not the case, we will write to you again.

Appeal Start

In accordance with s319A of the Act, 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(s) by this procedure.

We consider that the **Householder Appeals Service (HAS)** is suitable and we intend to determine this appeal(s) by this procedure. If you believe the HAS procedure is not appropriate for this appeal(s), you should contact us immediately setting out the reasons why you think this is so. Please note there must be exceptional reasons for us to agree to a procedure other than HAS.

The start date and timetable for the appeal are available through your portal account.

Timetable

The following documents must be sent within the timetable outlined on your portal account: (no reminders will be sent, and we are unable to accept any documents sent after the deadline):

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Questionnaire

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. The HAS procedure does not offer an opportunity for interested parties to comment at the appeal stage. However, any representations they may have made to you regarding the original planning application will be forwarded to us and the Inspector will take full account of these representations when deciding the appeal(s).

You will need to set out how the interested persons can withdraw their earlier comments if they wish to do so. You should also advise them that the appeal documents can be viewed at your offices (or on your website) and that the Inspector's decision (when it is issued) and information regarding the progress of this appeal(s), can be accessed via GOV.UK (https://www.gov.uk/appealplanning-inspectorate). You should also tell them they can request a paper copy of the appeal decision when it is issued, from your office.

You must send me a copy of a completed appeal questionnaire, which should include all supporting documentation. Please also send a copy of the questionnaire and documents to the appellant(s) using their preferred method of communication as specified on their appeal form(s).

While you have no right to submit an appeal statement, you should draw the Inspector's attention to any factual inaccuracies or matters in the grounds of appeal that are materially different to those referred to at application stage. This should be in the form of a short note setting out only the inaccuracies/material differences and should not include areas involving a value judgement. You should send your comments to me alongside the questionnaire or sooner if you recognise it is necessary, quoting the case reference number above.

Site visit

We will arrange for one of our Inspectors or their appointed representative to visit the appeal site. If the Inspector needs to be accompanied by the main parties, we will publish details of these arrangements nearer the time. If an unaccompanied or 'access required' site visit can be made, you will not be informed in advance. Inspectors will not accept any documents from you or discuss the merits of the appeal(s) at the site visit.

Withdrawing the appeal(s)

If you hear that the appeal(s) is to be withdrawn, please let us know immediately. If we receive written confirmation of this from the appellant, we will let you know.

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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 be aware that costs may be awarded to either party. If you wish to make an application for an award of costs, you must do so within 14 days of this letter. Any application received later than this will be treated as "out of time" and will not be considered.

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 found on GOV.UK https://www.gov.uk/government/publications/planning-appeals-procedural-guide.

Yours faithfully,

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