The Planning Inspectorate

Room 3/B
Temple Quay House
2 The Square
Bristol
BS1 6PN

Direct Line: 03034445060
Customer Services:
0303 444 5000

Email: east3@planninginspectorate.gov.uk
www.gov.uk/planning-inspectorate

Your Ref: AWDM/0464/25
Our Ref: APP/M3835/D/25/3368914

Viki Beer
Worthing Borough Council
Development Control Section
Planning Section
Portland House
Richmond Road
Worthing
BN11 1LF

17 July 2025

Dear Viki Beer,

Town and Country Planning Act 1990
Appeal by Shaun and Karin Hollman
Site Address: Flat 2 Southview House, 20 Southview Gardens, Worthing, West Sussex, BN11 5JA

I have received an appeal form(s) and documents for this site. I am your 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 find out later for any reason 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 Householder Appeals Service (HAS) is suitable and we intend to determine this appeal(s) by this procedure.

If you believe the HAS is not appropriate for this appeal(s), you should email 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 the HAS.

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)

For HAS appeal(s) we expect to work with you electronically, and will correspond with you by email. Only in exceptional circumstances will we send you a hard copy in the post.

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 .

The following documents must be sent within this timetable.

By 5 working days from the start date

You must notify any person notified or consulted 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) have 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/appeal-planning-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, preferably via GOV.UK. 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 email 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 to visit the appeal site. The Inspector will conduct the site visit alone. If it is decided that the Inspector needs to enter the site we will write to the appellant(s) advising of the need to attend in order to provide access for the Inspector. Inspectors will not accept any documents or discuss the appeal at the site visit. You are not required to attend the site visit.

Costs

The appellant(s) has been directed to the information regarding costs contained in the Department for Communities and Local Government's Planning Practice Guide available on GOV.UK at https://www.gov.uk/guidance/appeals. 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. You should also be aware that costs can be awarded at the initiative of the Inspector.

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,

James Pocock
James Pocock

https://www.gov.uk/government/publications/planning-inspectorate-privacy-notices