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: AWDM/0783/20
Our ref: W/4001400

Date: 01 September 2020

Dear Adur District Council

We have received an appeal form(s) and documents for SHERWOOD HOUSE, SOUTHWICK STREET, SOUTHWICK, BRIGHTON, BN42 4TE. 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.

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):

disability confident EMPLOYER

**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. You should tell them:

i) that any comments they made at application stage will be sent to the Planning Inspectorate and the appellant(s) and will be considered by the Inspector (unless they withdraw them within the 5 week deadline). If they want to make any additional comments, they must submit them within 5 weeks of the start date. We are unable to accept comments after the deadline;

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

iii) that the Planning Inspectorate will not acknowledge representations, however, we will ensure that representations received by the deadline are presented 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 Written Representations' 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; and

v) that the decision will be published on the Portal.

You must send a copy of your completed appeal questionnaire and supporting documents, a copy of your notification letter and a list of those notified to the appellant(s) and the Planning Inspectorate.

**Statement**

If the appeal questionnaire does not give full details of your case, you can submit a statement of case. Please include a list of any conditions or limitations you would agree to, if the appeal were to be allowed. Once checked, we will publish your statement to the appellant's portal account and publish any interested party comments to both the appellant and LPA's portal accounts.

**Final Comments**

You should submit any final comments you may have on any interested party comments. No new evidence is allowed at this stage. Any final comments received from the appellant will be checked and published to your portal account.

disability confident EMPLOYER

**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.

**Planning obligations - section 106 agreements**

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. A certified copy must be submitted to us no later than 7 weeks from the date of start notice.

**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.

**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.

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,

The Planning Inspectorate

disability confident EMPLOYER