



# The Planning Inspectorate

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Your Ref: P/2024/3105  
Our Ref: APP/F5540/X/25/3365277

Vincent Lacovara  
London Borough of Hounslow  
The Civic Centre  
Lampton Road  
Hounslow  
Middlesex  
TW3 4DN

08 May 2025

Dear Vincent Lacovara,

Town and Country Planning Act 1990  
Appeal by Mrs Satinder Toor  
Site Address: The Firs Lodge , 289-291 Bath Road, HOUNSLOW, TW3 3DB

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.

## 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.

The procedure and starting date

The appellant(s) asked for this appeal to be dealt with by the Hearing procedure. However, we have applied the criteria which can be found at: <https://www.gov.uk/government/publications/criteria-for-determining-the-procedure-for-planning-enforcement-advertisement-and-discontinuance-notice-appeals/criteria-for-determining-the-procedure-for-planning-enforcement-advertisement-and-discontinuance-notice-appeals> and considered all representations received, including the appellant(s) preferred choice. We consider that the Inquiry procedure is suitable, and we intend to determine this appeal(s) by this procedure.

Any evidence supporting a claim for use has to show a continuous period of use for the relevant 4 or 10 year period. The onus of proof is on an appellant(s). The test to be achieved is 'on the balance of probability'.

The appeal(s) is proceeding by way of Inquiry as:

- evidence is likely to require testing through formal questioning;
- evidence may need to be given on oath.

An inquiry will allow for investigative questioning and formal testing of evidence under oath by cross-examination, for example, where witnesses have submitted factual evidence about how long the alleged unauthorised use has been taking place.

You must supply a list of (and it would be helpful if you supplied copies of) all factual written information you intend to rely on with your statement of case. This can include documents such as:

- tenancy agreements;
- utility bills;
- council tax bills;
- receipts for work and materials;
- written testimonies;
- sworn affidavits.

The appeal(s) procedure will remain under review, as normal, whilst in progress.

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

#### The Inspector and Inquiry date

The Inspector appointed to decide the appeal is Mr Andrew McGlone BSc MCD MRTPI and the inquiry will open at 10.00am on 03 September 2025. We have currently scheduled 1 sitting days.

The Inspector wishes to hold a case management conference (CMC) with the main parties at 10am on 08 July 2025. to be hosted virtually by the LPA ideally on Microsoft Teams. 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.

Please can you provide the name and email address of your spokesperson to the LPA no less than 7 days before the CMC, along with the names and email addresses of any other participants.

In advance of the CMC, parties are requested to focus only on the matters that are in dispute and consider what topics, if any, could most efficiently be dealt with as a round table discussion at the inquiry, or by written submissions only, 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.

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.

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

Please ensure all documents are GDPR compliant: <https://www.gov.uk/government/publications/planning-inspectorate-privacy-notice/customer-privacy-notice>.

Please use the portal to submit all documents. You can 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>

Guidance on communicating with us electronically can be found at <https://www.gov.uk/government/publications/appealing-to-the-planning-inspectorate-communicating-electronically-with-us>.

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.

We will be sending out a form later in the process regarding witness and estimated timings. In order to assist in the smooth running of the inquiry we would be very grateful if you would fill it out and return in within the deadline given.

## IMPORTANT

Please be aware that in the event we require information from any appeal party, we will only give one opportunity and set a deadline. If at any time before or during the determination of an appeal against an enforcement notice or LDC it appears to the Secretary of State that the appellant is responsible for undue delay in the progress of the appeal(s), the Secretary of State may give the appellant notice that the appeal will be dismissed unless the appellant takes, within the period specified in the notice, such steps as are so specified for the expedition of the appeal. Similarly, the Secretary of State may allow an appeal and quash the enforcement notice if the local planning authority fail to comply with any requirement of regulations within the prescribed period.

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

By 22 May 2025

Using the model notification letter at the following link: <https://www.gov.uk/government/>

[publications/model-notification-letter-for-certificate-of-lawful-use-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:

- a) 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 4 weeks deadline). If they want to make any additional comments they must submit within 4 weeks from the date of the notification letter, by 19 June 2025. If comments are submitted after the deadline, the Inspector will not normally look at them and these will be returned.
- b) when and where the appeal documents will be available for inspection.
- c) 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).
- d) 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>;
- e) that the decision will be published on GOV.UK.
- f) From 1 April 2024 the Planning Inspectorate will no longer accept interested party comments sent via email. Any comments submitted by email will not be considered and will be returned. Comments from interested parties on appeals will only be accepted through the Appeals Casework Portal, or via letter to Temple Quay House. Please could the council note the advice here: [Streamlining comment submission for planning and enforcement appeals - GOV.UK \(www.gov.uk\)](#), including the letter from our Chief Operating Officer to all Local Planning Authorities.

You must make sure that the appellant(s) and I are sent a copy of your completed appeal questionnaire and supporting documents, including the relevant development plan policies, 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 19 June 2025

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). 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>

By 10 July 2025

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 statement. No new evidence is allowed at this stage. I will send a copy of the appellant's final comments at the appropriate time.

By 06 August 2025

You and the appellant(s) must submit 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.

#### 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/certificate-of-lawful-use-or-development-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.

#### 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 05 November 2025.

## Further information

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

Yours sincerely,

***Amy Booth***

Amy Booth

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