

I enclose a copy of the site notice giving the inquiry details for this appeal. The inquiry is currently anticipated as sitting for some **12 days** but the duration is not fixed and will depend on how the evidence emerges.

Notification

No later than **2 weeks** before the opening of the inquiry, you must serve a notice of the inquiry arrangements on those other than the appellant with an interest in the land, owners/occupiers of property near the site, those who made representations at the application and/or appeal stages, those entitled to appear at the inquiry and anyone else you consider to be affected by or interested in the development.

Your letter should include:

- a brief description of the subject matter of the appeal;
- the location of the site;
- that the inquiry will be held as a virtual event, run by the Inspector in the normal way, with the parties invited to join via Microsoft Teams or telephone;
- a clear statement of the date and time of the inquiry opening and the powers enabling the Inspector to determine the appeal and the name of the Inspector;
- a link (via the Council's website) to the appeal documents.
- **The virtual inquiry is also being live streamed and can be viewed using the following Link to the PINS YouTube channel <https://www.youtube.com/channel/UCQqDetL1R5aRgbNm8PDViNw>**
- **Anyone wishing to view the live stream only does not need to pre-register with the Planning Inspectorate.**
- Anyone wishing to attend the inquiry must make that interest known to the Planning Inspectorate Case Officer as soon as possible prior to the inquiry either by email or telephone message after reading the Inquiry Attendance Information set out below, which you should include with your inquiry notification letters;
- that the decision will be published on <https://acp.planninginspectorate.gov.uk/>.

You must send a copy of the notification letter to me, together with a list of all those notified, at the same time that it is sent out to the parties.

The LPA should notify the press of the inquiry. A copy of the press notice should be sent to me.

Inquiry Attendance Information

Before deciding whether to take an active part in the Inquiry, you need to think carefully about the points you wish to make. All written submissions from application and appeal stage will be taken into account by the Inspector and re-stating the same points won't add any additional weight to them.

If you feel that taking part in the Inquiry is right for you in whatever capacity, you can participate in a number of ways:

To take part using video, participants will need to have access to Microsoft Teams (via an app or web browser). This link gives further information on how to use this. <https://support.office.com/en-us/teams>. Alternatively you can take part by telephone. Please note that joining by telephone to the 020 number that will be used will incur charges. You should check actual rates with your provider. <https://www.gov.uk/call-charges>

If you wish to just observe the event, you should make that clear in your response to the Case Officer.

If you wish to take an active part in the proceedings, please make clear in your response to the Case Officer whether you wish only to appear at the Inquiry and make a statement, or whether you would also wish to ask questions on particular topics.

If you want to take an active part but feel unable to for any reason, and/or the points you want to make are not covered in the evidence of others, consider whether someone else could raise them on your behalf.

Registered participants in whatever capacity will receive individual joining instructions, providing details of any requirements, guidance and support whether joining by Teams or telephone. You should note that the event will be recorded by the Planning Inspectorate for training and quality assurance purposes.