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Stephanie Betts
Cherwell District Council
Public Protectn & Development
Bodicote House
Bodicote
Banbury
Oxon
OX15 4AA

Your Ref: 13/00808/CLUE
Our Ref: APP/C3105/X/13/2203574
Date: 28 August 2013

Dear Ms Betts

**Town and Country Planning Act 1990
Appeal by Mr Geoffrey Richard Noquet
Site at Bishops End, Burdrop, Banbury, OX15 5RQ**

I have received a lawful development certificate appeal and accompanying 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 is valid. If I later find out that this is not the case, I will write to you again.

The procedure and starting date

We consider that the written representations procedure is suitable and we intend to determine the appeal by this procedure.

The date of this letter is the **starting date** for the appeal.

Sending documents to us and looking at the appeal

If you post your documents, please:

- send one copy of the questionnaire and its supporting documents;
- send two copies of other documents as specified below;
- put the full appeal reference number on each copy.

If you email them to the email address above please quote the full appeal reference number. Guidance on communicating with us electronically can be found in GPA Note 06, which is available from:

www.planningportal.gov.uk/planning/appeals/planningappeals.

You can look at this case using the Planning Casework Service



by typing in the appeal reference number and clicking on "Search for Cases".

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 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. Inspectors will not accept any documents from you or discuss the appeal at the site visit. Also, Inspectors will not delay their decision to wait for any such documents. You must note the details of the following timetable because we will not send any reminders.

The following documents must be sent within this timetable.

By 11 September 2013

You must notify occupiers of properties near the appeal site and any other persons who, in your opinion, are affected by the appeal.

You should include:

- a) a description of the development concerned;
- b) a statement of your reasons for not granting a certificate;
- c) that the planning merits of the appeal are not an issue;
- d) an invitation to interested persons that they may make their views known by writing to the case officer at the above address, quoting our reference number. Their representations must be sent within 6 weeks of the starting date, **by 9 October 2013**. If comments are submitted after the deadline, the Inspector will not normally look at them and they will be returned. Wherever possible they must submit three copies of their letter and you should give warning that their views will be disclosed to the parties to the appeal unless the representations are withdrawn before the 6 weeks deadline;
- e) 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;
- f) when and where the appeal documents will be available for inspection; and
- g) that the decision will be published on the Planning Portal.

You must also make sure that the appellant and I are sent a copy of your completed appeal questionnaire and supporting documents, including 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 9 October 2013

Please send me 2 copies of your statement. I will send a copy of your statement to the appellant and send you a copy of their statement. I will send you and the appellant a copy of any comments sent by interested people or organisations.

By 30 October 2013

You and the appellant must submit 2 copies of 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 you a copy of the appellant's final comments at the appropriate time.

Site visit

We will arrange for one of our Inspectors to visit the appeal site. If it is decided that the Inspector should be accompanied by the main parties, we will send you details of these arrangements nearer the time. If, however, an unaccompanied site visit can be made you will **not** be informed in advance and the Inspector should not be approached should you happen to observe him/her whilst he/she is conducting the site visit. If you were to do so the Inspector would of course identify him or herself but would not be able to engage in conversation with you at that time.

Withdrawing the appeal

If you hear that the appeal is to be withdrawn, please telephone me immediately. If I receive written confirmation of this from the appellant, I will write to you.

Costs

The appellant has been directed to our advice pamphlet '*Costs awards in planning appeals*'. You should also be aware that costs may be awarded to either party.

Further information

Further information about the appeals process can be found in our Good Practice Advice Notes. These notes can be accessed at: <http://www.planningportal.gov.uk/pcs> or you can contact me if you want a hard copy of any of the notes. Advice on producing statements is in GPA Note 07. I recommend that you read the relevant guidance.

Yours sincerely

Ben White

Ben White

LD21L