

DIRECT PLANNING LIMITED

**TOWN AND COUNTRY PLANNING ACT 1990
(AS AMENDED BY THE PLANNING AND COMPULSORY PURCHASE ACT 2004)
SECTION S174 APPEAL AGAINST ENFORCEMENT NOTICE**

STATEMENT OF CASE ON BEHALF

OF THE APPELLANT

APPELLANT : MR MOHAMMAD JANA
APPEAL SITE : 130 CHARING CROSS ROAD,
LONDON
WC2H 0LA
OUR REF : DP/6103/EN
LPA REF : EN14/1163
DATE : 6 OCTOBER 2015

Direct Planning Limited
Riverbank House
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www.directplanning.co.uk

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1.0 INTRODUCTION

1.1 This appeal concerns the decision by the LB of Camden to serve an Enforcement Notice on the appellant for an alleged breach of planning control at 130 Charring Cross Road, , London, WC2H 0LA.

1.2 The reasons for issuing the Enforcement Notice are stated as:

- (i) It appears to the Council that the alleged breach of planning control has occurred within the last four years.**

- (ii) The development results in an unacceptable loss of class A1 retail shop, harmful to the character, function, vitality and viability of the designated shopping frontage, contrary to core policy CS7 (Promoting Camden's centres and shops) of the Local Development Framework Core Strategy and policy DP12 (Supporting strong centres and managing the impact of food, drink, entertainment and other town centre uses) of the London Borough of Camden Local Development Framework Policies.**

- (iii) In the absence of sufficient information and mitigation measures the applicant has failed to demonstrate that the proposal would not harm the amenity of surrounding occupiers and neighbours and the proposal is therefore considered to be contrary to Policies CS5 (Managing the impact of growth and development) and CS9 (Achieving a successful Central London) of the London Borough of Camden Local Development Framework Core Strategy and policies DP26 pief (Managing the impact of development) and CS9 (Achieving a successful Central London) of the London Borough of Camden Local Development Framework Development Policies.**

1.3 The Enforcement Notice states that the actions required to be taken are:

Within a period of 1 months after this Notice takes effect:

- i) Cease the use of the ground floo as a hot food takeaway shop; and
- ii) Totally remove all cooking equipment from the site.

2.0 THE SITE LOCATION AND DESCRIPTION

The appeal site relates to a single storey basement shop unit with a 7 storey residential block situated above, located at 130 Charring Cross Road, London, WC2H 0LA. The shop is currently occupied and lies within a group of buildings with commercial uses located on the ground floor and residential above. Permission is sought for a change of use from retail (Class A1) to a hot food takeaway (Class A5).

- 2.1 The appeal property is not statutorily listed and is located within a conservation area. The shop unit however, is not identified as a positive contributor to the character and appearance of the conservation area.

3.0 THE APPEAL PROPOSAL AND THE GROUNDS OF APPEAL

- 3.1 This appeal seeks the change of use from retail (Class A1) to a hot food takeaway (Class A5) at 130 Charring Cross Road, London, WC2H 0LA.

- 3.2 The appeal is made under appeal grounds (a), *which states that, planning permission ought to be granted or, as the case may be, the condition or limitation concerned ought to be discharged, the steps required to comply with the notice are excessive. And lesser steps would overcome objections, (g)The time given to comply with the notice is too short.*

The evidence to support this case is detailed in the following sections.

4.0 POLICY CONSIDERATIONS

- 4.1 On 27th March 2012, the Government published the National Planning Policy Framework ("The Framework"). The Framework sets out the Government's planning policies for England and details how these are expected to be applied (Para 1). The Framework takes immediate effect from the date of publication and revokes a raft of previous guidance and advice notes (Planning Policy Guidance & Planning Policy Statements).

- 4.2 The NPPF identifies 12 core planning principles which should underpin both plan-making and decision taking. They include the requirement for planning to set out a positive vision for the future of an area, to act creatively to find solutions to enhance places, to encourage the effective use of previously developed land and actively manage the pattern of growth to make the fullest possible use of sustainable transport. Underlining these principles is advice in chapter 2, Ensuring the vitality of town centres, paragraph 23 of the NPPF states that local planning authorities

should: "promote competitive town centres that provide customer choice and a diverse retail offer and which reflect the individuality of town centres;"

4.3 Paragraph 2 of the Framework states that *"Planning law requires that applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise"*. This relates to Section 38(6) of the Planning and Compulsory Purchase Act 2004 and Section 70(2) of the Town and Country Planning Act 1990. Furthermore, *"The National Planning Policy Framework must be taken into account in the preparation of local and neighbourhood plans, and is a material consideration in planning decisions"*, as are previous planning decisions and appeals.

4.4 Paragraphs 6 and 7 confirm that the purpose of the planning system is to contribute to the achievement of sustainable development, which comprises economic, social and environmental dimensions. The roles of the planning system need to be read in conjunction and, *"therefore, to achieve sustainable development, economic, social and environmental gains should be sought jointly and simultaneously through the planning system."*

4.5 The Framework introduces a presumption in favour of sustainable development, which is seen as *"the golden thread running through both plan making and decision making"*. Paragraph 11 reaffirms *"that applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise."* Furthermore, Paragraph 12 states that the *"Framework does not change the statutory status of the development plan as the starting point for decision making."* It continues that *"proposed development that accords with an up-to-date Local Plan should be approved, and proposed development that conflicts should be refused unless other material considerations indicate otherwise."* An "up-to-date Local Plan" reflects an adopted policy base post 2004.¹

4.6 In respect of the presumption in favour of sustainable development, Paragraph 14 clearly states that development proposals which accord with the development plan should be approved without delay and importantly:

"where the development plan is absent, silent or relevant policies are out of date, granting permission unless:

- *any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole; or*
- *specific policies in this Framework indicate development should be restricted."*

4.7 London Borough of Camden Development Plan Policies 2010

CS14 (Promoting High Quality Spaces and Conserving Our Heritage)

CS7 (Promoting Camden's centres and shops)

DP10 (Helping and promoting small independent shop)

DP12 (Supporting strong centres and managing the impact of food, drink, entertainment and other town centre uses)

DP28 (Noise and vibration)

- 4.8 It is the appellant's contention that the development ought to be granted planning permission or, as the case may be, the condition or limitation concerned ought to be discharged.

5.0 PLANNING CONSIDERATIONS

GROUND A - Impact on the character, function, vitality and viability of the designated shopping frontage

- (a) This section considers the planning issues relating to this planning application and demonstrates – with reference to relevant Development Plan policies and other material considerations - that permission should be granted. The Council's reason for refusal claim that insufficient evidence has been provided to confirm that the site has been comprehensively marketed for A1 use. The existing A1 use as an internet shop and café is not viable, evidence has been provided in support of this appeal to show that this particular business is not doing well. (Please refer to Appendix C) Therefore, it is considered that due to the economic climate and location for such a use, the appellant has provided sufficient evidence to justify the proposal for a change of use to A5 use. This appeal will generate much needed trade for the other shops revitalising this location through the provision of a unique A5 use to meet the demand of local residents and visitors. Providing an exclusive take away food offer of Lebanese take away food in compliance with policies CS27 and DP12 of Camden's LDF which states, "*There is a general presumption in favour of locating food, drink and entertainment uses, such as the one proposed, within central locations on the basis that they are most appropriately located in commercial areas to minimise their impact on residential amenity.*"

1. Section 38(6) of the Planning and Compulsory Purchase Act 2004 and Section 70(2) of the Town and Country Planning Act 1990.

5.2 **Impact of the amenity of surrounding occupiers and**

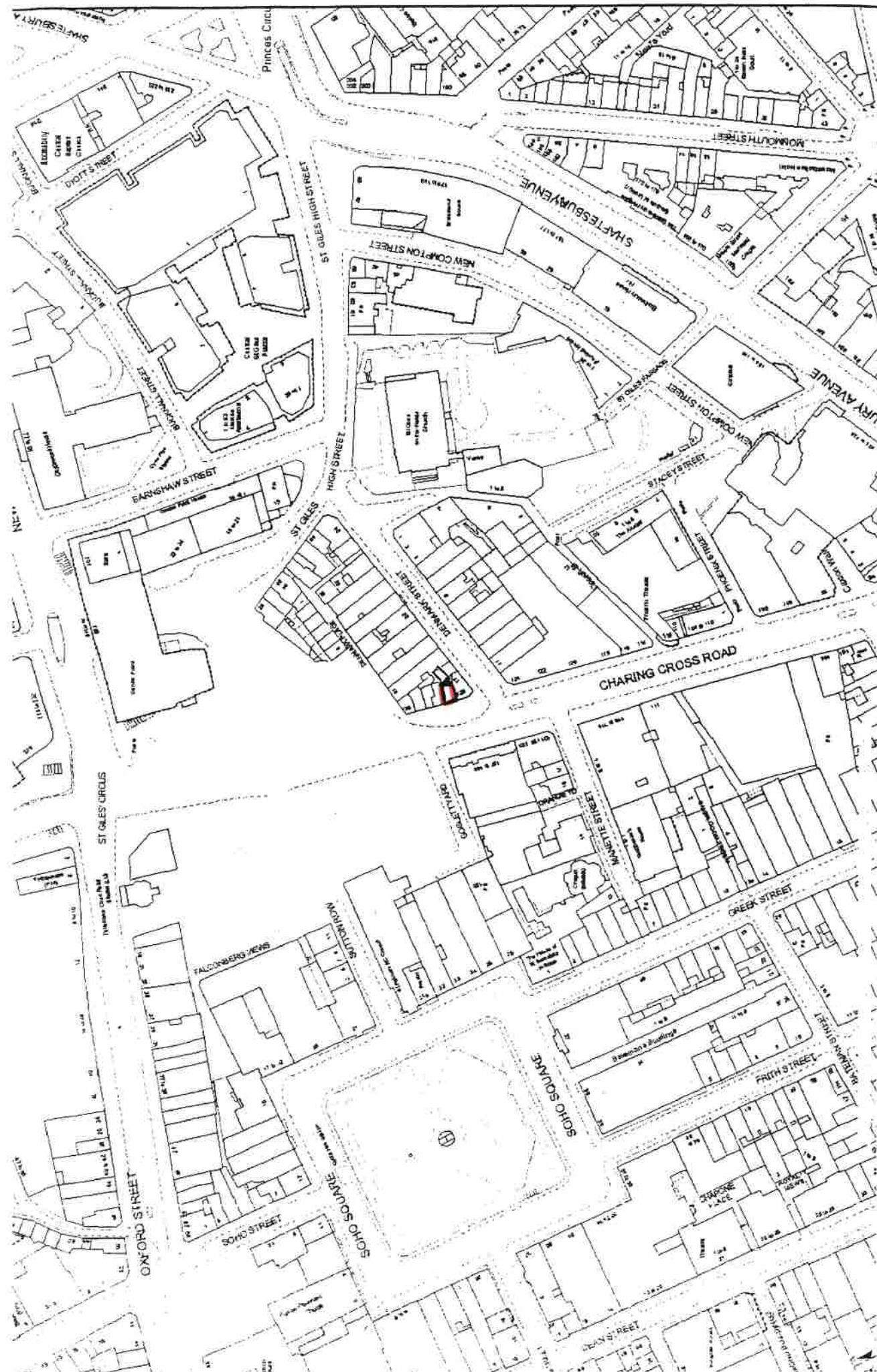
- (b) The design and appearance of the appeal proposal assimilates comfortably into the existing street scene in accordance with policy. The proposal will minimise opportunities for criminal behaviour by incorporating principles and practices of 'Designing out Crime' and Secured by Design. The shop walls and ceilings will be sound insulated to reduce noise generated from the shop activities to a minimum. Further to this the appellant has provided an acoustic report to demonstrate that the proposal would meet the Council's noise criteria. (Please refer to Appendix C) With respect to odour control the Council has failed to provide any evidence to demonstrate a link between A5 class uses noise and odours emitted from a class use of this particular type. The proposed extract fan system is considered appropriate for a class use of this type and will adequately overcome any concerns regarding food odour control and would mitigate against any adverse impact these smells could have for surrounding residents .
- (c) Document B is a similar appeal Appeal Ref: APP/BC230/A/102125278 at, 30 Tudor Road, Luton where by the inspector stated in paragraph 6 that, "The appeal property is currently vacant having previously been in use as a shop unit. In my opinion, there is likely to be significant additional trade generated by the unit as an A5 takeaway than would be the case if it were a shop unit with extended opening hours. In the case of the proposed A5 use, the hours can be controlled by way of a suitable condition. On this basis, I do not consider that it would be likely to generate sufficient amounts of additional noise to be harmful to the residential amenities of the area."(Our underlining) The inspector also goes on to say in paragraph 7 that, "Since the appeal property is small and located within a largely residential area, I do not consider it likely that large numbers of customers would travel by car or remain outside of the takeaway eating food."(Our underlining)
- (d) The proposal would comply fully with NPPF chapter 2 and would not detract from the character and vitality of the streetscene, providing a new A5 class use which would create a diverse retail function within Charring Cross Road. It is considered that the impact of such a proposal would not have a negative impact on the conservation area and would conform with London Borough of Camden Development Plan Policies 2010. All of which seek to ensure that new development retains the established development pattern, respond to the local character of the street scene and retains the integrity of the host building and its surroundings.

6.0 **APPEAL PRECEDENTS**

- 6.1 Each appeal should be determined on its own merits and similar appeal precedents are offered as material considerations in the instant case, please refer to these in our Appendix E.

6.2 Document A - Appeal Ref: APP/BC230/A/10/2125278
30 Tudor Road, Luton LU3 1RN

APPENDIX A
SITE LOCATION PLAN



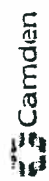
Scale 1/1740

Centre = 529864 E 181252 N

Date 20/8/2015

130 Charing Cross Road

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Camden

APPENDIX B
COPY ENFORCEMENT NOTICE

Date: 27 August 2015
Your Reference: 130 Charing Cross Road EN14/1163
Our Reference: 1781.387
Enquiries to: Frances Pierre

Legal Services
London Borough of Camden
Town Hall
Judd Street
London WC1H 9LP

DX 161055 Kings Cross 4
Direct 020 7974 2063
Fax 020 7974 1920

e-mail:
frances.pierre@camden.gov.uk

www.camden.gov.uk

FIRST CLASS RECORDED POST

The Owner/Occupier
Sajway Lebanese
130 Charing Cross Road
London
WC2H 0LA

IMPORTANT- THIS COMMUNICATION AFFECTS YOUR LAND

Dear Sirs

TOWN AND COUNTRY PLANNING ACT 1990
SECTION 171A (AS AMENDED BY THE PLANNING AND COMPENSATION ACT 1991)
ENFORCEMENT NOTICE
LAND AND PREMISES AT: 130 Charing Cross Road, London WC2H 0LA

The Council has issued an Enforcement Notice relating to the above land and I now serve on you a copy of that Notice, in view of your (or your client's) interest in the land. (Copies of the Notice are also being served on others who, it is understood, have an interest in the land).

Unless an appeal is made to the Secretary of State, as described below, the Notice will take effect on **8 October 2015** and you (or your client) must ensure that the required steps are taken within the period specified in the Notice.

If you (or your client) wish to appeal against the Notice, you, or your agent, should complete the appeal form and send it, together with a copy of the enforcement notice enclosed herewith, to the address shown on the appeal form. Your appeal (or your client's) must be received by the Planning Inspectorate before the date shown in paragraph 2 above as that is the date when the notice will otherwise take effect i.e. **8 October 2015**.

Finally, please forward a copy of any appeal form direct to the Culture & Environment Department, Planning Division, London Borough of Camden, Town Hall, Argyle Street, London WC1H 8EQ.

If you have any queries regarding this notice or would like to discuss compliance please contact Angela Ryan of the Planning Enforcement team at Development Planning Services, London Borough of Camden, Town Hall Argyle Street, London WC1H 8ND or on 020 7974 3236 or angelya.ryan@camden.gov.uk.

Yours faithfully



Frances Pierre
Legal Assistant
For the Borough Solicitor

Andrew Maughan
Borough Solicitor

Date: 27 August 2015
Your Reference: 130 Charing Cross Road EN14/1163
Our Reference: 1781.387
Enquiries to: Frances Pierre

Legal Services
London Borough of Camden
Town Hall
Judd Street
London WC1H 9LP

DX 161055 Kings Cross 4
Direct 020 7974 2063
Fax 020 7974 1920
e-mail:
frances.pierre@camden.gov.uk
www.camden.gov.uk

FIRST CLASS RECORDED POST

The Owner/Occupier
Sajway Lebanese
130 Charing Cross Road
London
WC2H 0LA

IMPORTANT- THIS COMMUNICATION AFFECTS YOUR LAND.

Dear Sirs

Re: TOWN AND COUNTRY PLANNING ACT 1990
SECTION 16 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976.
REQUISITION FOR INFORMATION:
LAND AND PREMISES AT: 130 Charing Cross Road, London WC2H 0LA

The Authority has resolved to take enforcement action in respect of the above premises in accordance with **Section 172 of the Town and Country Planning Act 1990 (as amended)**. I enclose a Requisition for Information pursuant to Section 16 of the Local Government (Miscellaneous Provisions) Act 1976. This is sent to you as a person/party with an interest in the above land, or as an agent for such a person/party.

Please return this form to me within 14 days. I draw your attention to the explanatory notes set out on page 1 of the Requisition, in particular that failure to respond constitutes an offence. I would therefore ask you to give this matter your earliest attention. In order to satisfy Section, it is necessary for you to sign your name at the top of page 2, and print your name under your signature. Please ensure your name and address is shown in full. If you find that you need more room than is provided on the Requisition form, please attach a further sheet of paper. Thank you for your assistance with this request.

Yours faithfully,



Frances Pierre
Legal Assistant
For the Borough Solicitor

Andrew Maughan
Borough Solicitor

REQUISITION FOR INFORMATION

TAKE NOTICE that, pursuant to the provisions of section 16 of the Local Government (Miscellaneous Provisions) Act 1976, London Borough of Camden hereby require you to state in writing the nature of your interest in the above land or premises.

You are also required to state in writing the name and address of any other person known to you as having an interest in the said land or premises, as freehold, mortgagee, lessee or otherwise, or who receives rent for the land.

A form is attached hereto on which the information required may be given by means of your replies to the questions set out therein. No covering letter is necessary.

NOTE

Section 16 of the Local Government Act (Miscellaneous Provisions) Act 1976 provides as follows:

16.— Power of local authorities to obtain particulars of persons interested in land.

(1) *Where, with a view to performing a function conferred on a local authority by any enactment, the authority considers that it ought to have information connected with any land, the authority may serve on one or more of the following persons, namely—*

- (a) the occupier of the land; and*
- (b) any person who has an interest in the land either as freeholder, mortgagee or lessee or who directly or indirectly receives rent for the land; and*
- (c) any person who, in pursuance of an agreement between himself and a person interested in the land, is authorised to manage the land or to arrange for the letting of it,*

a notice specifying the land and the function and the enactment which confers the function and requiring the recipient of the notice to furnish to the authority, within a period specified in the notice (which shall not be less than fourteen days beginning with the day on which the notice is served), the nature of his interest in the land and the name and address of each person whom the recipient of the notice believes is the occupier of the land and of each person whom he believes is, as respects the land, such a person as is mentioned in the provisions of paragraphs (b) and (c) of this subsection.

(2) *A person who—*

- (a) fails to comply with the requirements of a notice served on him in pursuance of the preceding subsection; or*
- (b) in furnishing any information in compliance with such a notice makes a statement which he knows to be false in a material particular or recklessly makes a statement which is false in a material particular,*

shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale.

THE LONDON BOROUGH OF CAMDEN
TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)
ENFORCEMENT NOTICE

OF 130 Charing Cross Road
London
WC2H 0LA

1. **THIS IS A FORMAL NOTICE** which is issued by the Council because it appears to them that there has been a breach of planning control, under Section 171 A (1) (a) of the above Act, at the land described below. They consider that it is expedient to issue this notice, having regard to the provisions of the development plan and to other material planning considerations. The Explanatory Note at the end of the Notice and the enclosures to which it refers contain important additional information.

2. **THE LAND AFFECTED**

Land at: 130 Charing Cross Road, London WC2H 0LA
as shown, for the purposes of identification only, outlined in black on the attached plan.

3. **THE BREACH OF PLANNING CONTROL ALLEGED**

Without Planning Permission: The unauthorised use of the ground floor unit for a hot food take-away shop (Class A5)

4. **REASONS FOR ISSUING THIS NOTICE:**

- a) It appears to the Council that the above breach of planning control has occurred within the last 4 years.
- b) The development results in the unacceptable loss of a class A1 retail shop, harmful to the character, function, vitality and viability of the designated shopping frontage, contrary to core policy CS7 (Promoting Camden's centres and shops) of the London Borough of Camden Local Development Framework Core Strategy and policy DP12 (Supporting strong centres and managing the impact of food, drink, entertainment and other town centre uses) of the London

Borough of Camden Local Development Framework Development Policies

- c) In the absence of sufficient information and mitigation measures, the applicant has failed to demonstrate that the proposal would not harm the amenity of surrounding occupiers and neighbours and the proposal is therefore considered to be contrary to Policies CS5 (Managing the impact of growth and development) and CS9 (Achieving a successful Central London) of the London Borough of Camden Local Development Framework Core Strategy and policies DP26 (Managing the impact of development on occupiers and neighbours) and DP28 (noise and vibration) of the London Borough of Camden Local Development Framework Development Policies

The Council do not consider that planning permission should be given because planning conditions could not overcome these problems.

5. WHAT YOU ARE REQUIRED TO DO

Within a period of **one month** of the Notice taking effect:

- 1) Cease the use of the ground floor as a hot food take-away shop; and
- 2) Totally remove all cooking equipment from the site

6. WHEN THIS NOTICE TAKES EFFECT

This notice takes effect on **8 October 2015** unless an appeal is made against it beforehand.

Frances Wheat

DATED: 27 August 2015

Signed.....

Head of service, Development Management, Culture and Environment on behalf of the London Borough of Camden, Town Hall, Judd Street, London WC1H 9LP

Council reference: EN14/1163

Note Pursuant to Regulation 5 of the Town and Country (Enforcement Notices and Appeals) (England) Regulations 2002

If you appeal against the notice on Ground (a) "That planning permission should be granted for what is alleged in the enforcement notice, or that the condition which is alleged not to have been complied with should be discharged" there is a fee payable under Regulation 10 of the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012/No.2920 for the deemed application for the planning permission for the development alleged to be in breach of planning control in the enforcement notice.

The fee is payable twice to the "London Borough of Camden", as the Local Planning Authority.

If you wish to appeal under Ground (a), the fee payable to the "London Borough of Camden" should accompany the copy of the appeal form sent to the Council at the following address:

Culture and Environment Department, Planning Services, London Borough of Camden, Argyle Street, London WC1H 8EQ.

The fee is £385.00.

The TOTAL FEE payable is £770.00 (i.e. £385.00 x 2)

ANNEX

YOUR RIGHT OF APPEAL

You can appeal against this notice, but any appeal must be received or posted in time to be received by the Secretary of State before 8 October 2015.

- (a) Send a copy of your appeal to the Secretary of State if you decide to appeal, together with a copy of this enforcement notice.
- (b) Send a second copy of the appeal form and notice to the Council at:

**Planning Services
Culture and Environment Department
London Borough of Camden
Town hall
Argyle Street
London WC1H 8EQ**

WHAT HAPPENS IF YOU DO NOT APPEAL

If you do not appeal against this enforcement notice, it will take effect on **8 October 2015**, and you must then ensure that the required steps for complying with it, for which you may held responsible, are taken within the period specified in the notice. Failure to comply with an enforcement notice, which has taken effect, can result in prosecution and/or remedial action by the Council.

THIS ENFORCEMENT NOTICE HAS BEEN SERVED ON:

1.	The Owner/Occupier Sajway Lebanese 130 Charing Cross Road London WC2H 0LA
2.	Consolidated Developments Limited 26 Soho Square London W1D 4NU
3.	Consolidated Developments Limited C/O 12 Red Lion Square London W2 2AP
4.	Consolidated Developments Limited 131 Edgware Road London W2 2AP
5.	National Westminster Bank Plc 8 th Floor, 280 Bishopsgate London EC2M 4RB
6.	Sajway Lebanese Food Limited 21 Berners Drive London W13 0JS
7.	Sajway Lebanese Food Limited 254 Goldhawk Road London W12 9PE

If you believe that there is someone else who should be served or any of those listed above has not received a copy of the notice or any other document please let that person and the Council know of this omission as soon as possible.



Scale 1/1740
 Centre = 529864 E 181252 N
 Date 20/8/2015

130 Charing Cross Road
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 Camden

Punjabi

ਜ਼ਰੂਰੀ: ਇਹ ਫਾਰਮ ਸਾਡੇ ਕੋਲ ਭੇਜਣ ਲਈ ਖਾਸ ਮਿਆਦ ਹੈ। ਇਸ ਮਿਆਦ ਦਾ ਸਮਾਂ ਪੂਰਾ ਹੋ ਜਾਣ ਤੋਂ ਪਹਿਲਾਂ ਇਹ ਫਾਰਮ ਸਾਡੇ ਕੋਲ ਲਾਜ਼ਮੀ ਤੌਰ ਤੇ ਪਹੁੰਚ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ। ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਫਾਰਮ ਭਰਨ ਲਈ ਮਦਦ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਅਸੀਂ ਤੁਹਾਨੂੰ ਸੁਝਾਉ ਦਿੰਦੇ ਹਾਂ ਕਿ ਤੁਸੀਂ ਇਹਦੇ ਬਾਰੇ ਕਿਸੇ ਤੋਂ ਸਲਾਹ ਲਓ।

Gujarati

મહત્વનું : અમને આ ફોર્મ મોકલવા માટે સમય મર્યાદા છે. આ સમય મર્યાદા પૂરી થાય તે પહેલાં અમને તે મળી જવું જ જોઈએ. જો તમને આ ફોર્મ ભરવા માટે મદદની જરૂર હોય તો અમે તમને સલાહ મેળવવાનું સૂચન કરીએ છીએ.

Hindi

आवश्यक : इस फॉर्म को हमारे पास भिजवाने की एक समय-सीमा है। उस समय-सीमा के बीतने से पहले हमें यह फॉर्म अवश्य मिल जाना चाहिए। यदि आपको इस फॉर्म को भरने में सहायता चाहिए, तो हमारा सुझाव है कि आप किसी की सलाह लें। -

Urdu

اہم: اس فارم کو ہمیں بھیجنے کے لئے وقت کی ایک معیاد ہے۔ اس معیاد کے گزرنے سے پہلے ہمیں یہ لازمی طور پر مل جانا چاہیے۔ اگر اس فارم کو بھرنے میں آپ کو مدد کی ضرورت ہے تو ہماری رائے ہے کہ آپ مشورہ حاصل کریں۔

Bengali

জরুরী: এই ফর্ম আমাদের কাছে পাঠানোর একটা সময়সীমা আছে। এই সময়সীমা শেষ হবার আগেই এটা অবশ্যই আমাদের কাছে পৌঁছাতে হবে। এই ফর্ম পূরণ করায় যদি আপনার সাহায্যের দরকার হয় তাহলে আমাদের পুস্তাব, কারো পরামর্শ নিন।

Chinese

重要通知: 把這份表格寄回給我們是有時間限制的。我們必須在時限過期之前收到這份表格。假若你需要別人幫助你填寫這份表格, 我們建議你尋求指導。

English

IMPORTANT: There is a time limit for sending this form to us. We must receive it before the time expires. If you need help filling in this form, we suggest you get advice.



The Planning Inspectorate

CST Room 3/13
Temple Quay House
2 The Square
Temple Quay
Bristol BS1 6PN

Direct Line 0303-444 5000

Fax No 0117-372 8782

THIS IS IMPORTANT

If you want to appeal against this enforcement notice you can do it:-

- on-line at the Planning Casework Service area of the Planning Portal (www.planningportal.gov.uk/pcs); or
- by getting enforcement appeal forms by phoning us on 0303 444 5000 or by emailing us at enquiries@pins.gsi.gov.uk

You MUST make sure that we receive your appeal before the effective date on the enforcement notice.

In exceptional circumstances you may give notice of appeal by fax or letter. You should include:-

- the name of the local planning authority;
- the site address;
- your address; and
- the effective date of the enforcement notice.

We MUST receive this before the effective date on the enforcement notice. This should **immediately** be followed by your completed appeal forms.