

Householder Appeals Service

The recently introduced Householder Appeals Service (HAS) offers a simpler approach to the handling of householder appeals, so that decisions can be made more quickly. Using this procedure, the results of an appeal should become available within 8 weeks of its starting date. The method is particularly suitable for appeals where the written representations method is appropriate. This applies to the majority of minor householder applications.

A householder appeal is an appeal against a refusal on a householder planning application for development to a dwelling house. Appeals relating to refused applications for certain types of development, for example, additional dwellings, Listed Building Consent, lawful development certificates etc. are not within the scope of the HAS.

The following is a brief outline of the HAS procedure. Members who wish to use the HAS procedure for an appeal should first consult with the Planning Department for full details of what is entailed.

The Planning Inspectorate will, as far as possible, use email to correspond with the main parties. You are encouraged to send any relevant documentation electronically, as this will assist with speeding up the process.

If you wish to have an appeal handled by the HAS procedure your appeal request and all the relevant supporting documentation must be received by the Planning Inspectorate (PI) within 12 weeks of the date on the EBC decision notice.

Your application to the Planning Inspectorate must contain the following documents:

- a. A completed "Householder Planning Appeal" form (This will contain a **full** statement of your grounds of appeal, **as this is the only opportunity you will have to make representations.**
- b. A copy of the original Planning Application form
- c. A copy of the Planning Department's decision notice

N.B. The "How to complete your householder planning appeal form" guidance note (available on the Planning Portal website) gives detailed information on what can be included in the grounds of appeal.

Within 7 days of receiving a valid appeal the Planning Inspectorate will decide whether the appeal is suitable for the HAS and if so will confirm to you and to Elmbridge Planning Department:

- a. The reference number allocated to the appeal
- b. That the appeal will proceed by way of the HAS

The date of this notification will be the start date of the appeal.

Within 5 working days of the start of the appeal Elmbridge Planning Department must send a completed questionnaire and all the supporting documents (the entire application file including all plans and representations) to the Planning Inspectorate. At the same time Planning Department will give notice to interested persons (neighbours etc.) that an appeal has been made. Interested persons will **not** have

the opportunity to make representations on the appeal, but those already made at the application stage will be taken into account by the Inspector.

If the site can be viewed adequately from public land the Inspector will carry out the site inspection unaccompanied. If access is needed, the agent or applicant will be asked to attend. Elmbridge Planning Department will not take part. No discussion of the case will be allowed during the site visit.

The Inspector will decide the appeal on the basis of the material considered by Elmbridge Planning Department when it determined the application. The Planning Inspectorate aims to decide HAS cases within 8 weeks from the start date of the appeal. You will be provided with a copy of the decision.