Portsmouth
CITY COUNCIL

Planning and Economic Growth

Civic Offices
Guildhall Square
Portsmouth
PO1 2AU

Phone: 023 9283 4305

Design Team Studios
FAO Joseph Moser
The Clock Tower
Great Southsea Street Castle Road
Castle Road
Southsea
PO5 3BY

Our Ref: 21/00246/HOU
Your Ref: 8 Gloucester View, Southsea

20th April 2021

Dear Mr Moser

TOWN AND COUNTRY PLANNING ACTS – RECEIPT OF APPLICATION

LOCATION: 8 Gloucester View, Southsea, PO5 4EB

PROPOSAL: Construction of single storey rear extension and replacement of rear windows (21/00246/HOU)

Application Type: Householder Planning Application

An application for the above proposal was valid on 12th April 2021, **please contact the case officer immediately if you consider the location or description shown does not accurately describe the proposal**.

I hereby acknowledge receipt of the fee of £206.00 which was paid online.

Please be aware that during the current lockdown, in order to maintain the safety of our officers and the public our ability to undertake site visits in person is limited. In order to fulfil Statutory obligations, where a Site Notice is dues, we will be sending these directly to the applicant to put up.
In order for us to evidence that the statutory publicity obligations have been complied with, please could you take a date stamped photograph of the site notice in situ and email it to your case officer. Please also state the exact location of the notice, as it is may not be obvious from the photograph(s).
While a physical site visit may be considered necessary and some inspections can be carried out safely from the public realm, the Case Officer may also ask you to provide photographs of the site, so that the Local Planning Authority can reach an informed decision on your proposal. Or, we may ask for a 'virtual' site visit or video, to properly assess the proposals.

If you do not receive a decision notice for this application by 7th June 2021 you may appeal to the Planning Inspectorate unless you have agreed in writing to allow the City Council a longer period to decide the application. We will aim to determine your application within that period. *However, the Council's Development Management service has made revisions to its own consultation and engagement process by*

changing the formal statutory consultation period for inviting comments on planning applications, from the statutory minimum 21 days (3 weeks) to 42 days (6 weeks). It is recognised that, at this time, there are concerns that individual householders may be less likely to be aware of planning applications in their neighbourhood due to their inability (particularly if they are self-isolating or shielding) to leave their property and view site notices. Furthermore case officers (including specialist consultees) may need to undertake case by case risk assessment prior to undertaking any site visit to ensure the protection of their wellbeing and others. These revised processes will be reviewed as lockdown restrictions become relaxed or removed.

Also, given the on-going social distancing requirement, the Case Officer may need to contact you to make arrangements for either a controlled site visit, or other means of assessing the site if social distancing cannot be achieved at this site. This will also add to the time the application will take. ***As such, please could you agree in writing to an extension of time to 8 weeks from the date of this letter?***

It is now our practise to determine applications on the basis of the information as submitted. Further amendments will only be accepted if the application can still be determined by the date shown above. This may not be the case if the changes to the application require re-advertising

As this is a householder application relating to development of an existing dwellinghouse, **in the event of an appeal against a refusal of planning permission** using the Householders Appeals Service, you are reminded that you must begin the process within **twelve weeks** of the date of the decision

Before we publish planning documentation on our website, we will take all reasonable steps to remove personal (not business) telephone numbers, email addresses & signatures from planning applications.

It is important that you carefully read the enclosed 'Notes Relating to Your Planning Application' which includes important information relating to the procedure for submitting an **appeal**.

If you require further information or disagree with the described location and proposal please contact Ms Alison Pinkney on 023 9283 4305.

Yours sincerely

Ms Alison Pinkney

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NOTES RELATING TO YOUR APPLICATION

Please contact the case officer **immediately** if you consider the location or description shown in the letter does not accurately describe the proposal. Their direct line telephone number and the application reference number are shown in the acknowledgement letter with these notes.

You should also contact the case officer if you have any queries, or wish to discuss the progress of the application. You may visit the Ground Floor Reception of the Civic Offices between 9.00 am to 4.00 pm on Monday to Friday, but it is recommended that you telephone to make an appointment if you wish to see the case officer.

The application should be available to view online after 3 working days from the date of the acknowledgement letter at **www.portsmouth.gov.uk**.

You will be contacted if:-

(a) any additional information is required; or
(b) an adjustment of the fee is necessary or the fee cheque has been dishonoured; or
(c) the application is referred to the Secretary of State for Communities and Local Government; or
(d) the application is subsequently found to be invalid.

NEIGHBOURHOOD NOTIFICATION & SITE NOTICES

We normally write to the occupiers of addresses in the vicinity of the application site, setting out brief details of the application proposals, but you (or your client) may also wish to inform local residents that this application has been made. We will also be arranging for a site notice (or notices) describing the application to be displayed near the site.

DEPUTATIONS

In addition to expressing views in writing, the city council allows members of the public, including applicants (or their agents), to address the Development Control Committee when a planning application is to be considered by the committee. This is known as a deputation.

However, to enable the city council to provide a speedy and efficient service and to determine as many applications as possible within 8 weeks (13 weeks for major applications), the Assistant Director - Planning and Economic Growth is authorised to determine many types of applications.

If you or your client wishes to address the committee please contact Development Control Administration - telephone (023) 9283 4339 at the earliest possible time, for full details of the deputation procedure. An answerphone is available on this number outside office hours. You can also contact them by e-mail - planning.reps@portsmouthcc.gov.uk.
Please be aware that during the current circumstances, people will not be able to attend Committee, instead they will be held virtually.

HOUSEHOLDER APPEALS SERVICE

Householder applications made on or after 6 April will be dealt with via the Householder Appeals Service (HAS).

For householder appeals, the time limit for an applicant to submit an appeal against refusal of planning permission **will be 12 weeks from the date of the decision notice**. Appeals must be made using a form which you can get from the Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN or online at www.planningportal.gov.uk/pcs

APPEAL PROCEDURE - NON-DETERMINATION OF APPLICATION

You may appeal to the Secretary of State for Communities and Local Government if:-

(a) you have not been informed that the application is invalid or the fee cheque has been dishonoured;
(b) the application has not already been referred to the Secretary of State;
(c) you have not agreed in writing to extend the period in which the decision may be given; or
(d) you have not received a Decision Notice by the date shown in paragraph 2 of the attached letter.

The appeal must be made on a form supplied by the Planning Inspectorate. The addresses from which the forms may be obtained and the time limits for submitting an appeal are as follows:-

(a) Applications for Planning Permission, (including Outline Permission), Discharge of Reserved Matters, Listed Building Consent, Conservation Area Consent, and Certificates of Lawfulness for Existing or Proposed Use / Development -

The Planning Inspectorate 3/08B Kite Wing Temple Quay House 2 The Square
Temple Quay Bristol BS1 6PN

within **6 months** of the date shown in paragraph 2 of the attached letter;

(b) Application for Express Consent to display an Advertisement -

The Planning Inspectorate Special Appeals & Call-Ins
Room 3/17 Temple Quay House 2 The Square Temple Quay
Bristol BS1 6PN

within **8 weeks** of the date shown in paragraph 2 of the attached letter;

(c) Application for work to a tree(s) covered by a Tree Preservation Order -

The Environment Team Room 4/04 Kite Wing Temple Quay House
2 The Square Temple Quay Bristol BS1 6PN

within **28 days** of the date shown in paragraph 2 of the attached letter.

In this instance the Secretary of State can allow a longer period for giving notice of an appeal, but this power will not be used unless there are special circumstances which excuse the delay.

You can get this Portsmouth City Council information in large print, Braille, audio or in another language by calling 023 9268 8832.