



Three Rivers District Council
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BCL (Maple Cross) LLP
C/O Avison Young
65 Gresham Street
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10 March 2021

Dear Sir/Madam

Application: Comprehensive redevelopment to provide 2 no. warehouse Class E(giii)/B2/B8 units comprising a total of 16,115 sqm including 1,882 sqm ancillary E(gi) office space, access, landscaping and associated works
Address: Development Site Maple Lodge Maple Lodge Close
Reference No: 21/0573/FUL

Planning applications – our service charter

I am writing to advise you on how we deal with your planning application and the service you may expect from us.

We aim to deal with your application within eight weeks of the date we accept the application (or thirteen weeks in the case of a major application), whenever possible. If we cannot do this, we will tell you why.

Public consultation

We must publish the details of every planning application. By law, we must either display a site notice or serve notice on any adjoining owner or occupier. In practice the Local Planning Authority sends consultation letters to adjoining neighbours, giving details of the application. In many other cases, we put up site notices and put a notice in the local press. We must give people at least 21 days to respond to this publicity. Details are uploaded onto our web site www.threerivers.gov.uk via the [Planning Online](http://www3.threerivers.gov.uk/online-applications/) facility, which can be located at the following web address <http://www3.threerivers.gov.uk/online-applications/>.

Please note that in the case of some types of application e.g. Certificates of Lawfulness, there is no statutory requirement to consult neighbours.

For applications which require site notices, both the applicant and planning agent will receive a letter with a copy of the site notice once the application has been formally validated. The onus is now on the applicant/agent to ensure that the site notice has been displayed on or near to the site, with evidence of this and confirmation of the date sent directly to the case officer.

Site visit by the case officer

The Case Officer will normally visit the site within two weeks of the date the application is accepted. The Case Officer will not always pre arrange this site visit if there is access to the dwelling or it can be viewed from the street.

Due to current COVID-19 social distancing restrictions planning agents will be sent an initial Site Visit Risk Assessment to send to Officers. Officers will make contact with the planning agent/application if a site visit is required and is possible. This process is subject to on-going review.

Negotiations on applications

If we need you to change the plans to make the scheme acceptable or improve it, we will normally contact your agent, or you if you did not have one, at the earliest opportunity following the site visit, and will ask you to send amended plans within 7 days. Otherwise, we will consider the original application. These timetables are important because we must meet the Government's target of deciding 80% of applications within eight weeks. If you or your agent send us amended plans, we may consult your neighbours again (and anyone else who has commented on the application) and given them up to 14 days to comment.

If amended plans seek to significantly alter the original proposal such changes may not be possible under the same application.

We will not negotiate on applications if:

- 1 you have ignored the advice we gave you as part of a pre-application enquiry before you applied; or
- 2 the scheme needs to be changed significantly before we can recommend it for approval.

Extension of times (EOT)

An EOT will only be agreeable if an application is subject to a legal agreement, Planning Committee call in, delay in receipt of statutory consultee responses or in exceptional circumstances.

Applicants are therefore encouraged to engage with us through the pre-applications service before submitting a formal planning application to avoid unnecessary delays during the planning process.

Making a decision about the application

After considering your plans and any comments from neighbours or statutory organisations (such as the Environment Agency and Historic England), the case officer will make their recommendation to approve or refuse the application. It must be emphasised that this is only a recommendation. The final decision will be made by the Head of Regulatory Services if the application is decided under the Scheme of Delegation to Officers, or by the Planning Committee.

The final decision will only be made by the Planning Committee if three members of that Committee or the Parish Council (if this applies) formally ask, in writing, that the application is reported to the Planning Committee or the Head of Service or Director considers the proposal should be determined by the Committee. If this happens, we will inform the applicant or the agent.

Local planning policies

The Local Plan for Three Rivers consists of the Core Strategy, Development Management Policies LDD and the Site Allocations LDD. These are important documents and all applicants and interested parties should familiarise themselves with the policies and guidance within them. The Case Officer dealing with the application must make a recommendation in line with the Local Plan and associated documents and the final decision will be based on whether the application meets relevant policies and guidance. Documents can be viewed on the Council's website.

Committee meetings

If the Planning Committee is going to make a decision on the application the applicant/agent and any commenters will be advised of the date of the meeting. The Committee will allow one person to speak in support of the application and one against for a maximum of three minutes each. Further information on attending and speaking at Committee meetings is available via <http://www.threerivers.gov.uk/listing/planning-committee>

Appeals when applications are refused

If an application is refused planning permission the applicant has a right to appeal to the Secretary of State via the Planning Inspectorate. The refusal notice will clearly set out our objections and the relevant policies that apply in reaching this decision.

An appeal must be made within six months of the date of decision or three months if it is intended to lodge a Householder appeal. An applicant (or their agent) must use a form which is available from the Planning Inspectorate. This form can be found via the Planning Inspectorate's website at <https://www.gov.uk/topic/planning-development/planning-permission-appeals> or obtained in paper form by calling The Planning Inspectorate Customer Services on 0303 4445000 or by e-mailing a request for a form to enquiries@pins.gsi.gov.uk.

Please note

There may be a requirement for the approved development to comply with the Building Regulations. Please contact Hertfordshire Building Control (HBC) on 01438 879990 or at building.control@hertfordshirebc.co.uk who will be happy to advise you on building control matters and will protect your interests throughout your build project by leading the compliance process. Further information is available at www.hertfordshirebc.co.uk.

Yours faithfully,

Kimberley Rowley
Head of Regulatory Services