

## **Nethell, Isabel (ESNR - PEDW)**

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**From:** Crease, Neil (ESNR-PEDW) on behalf of PEDW – Gwaith Achos / Casework  
**Sent:** 31 December 2021 07:58  
**To:** [REDACTED]  
**Subject:** Appeal 3282973 (DM/2020/01805) - Bentra Farmhouse Pentre Road NP25 4DA

Good morning

I refer to the above appeal. I can confirm that the appeal(s) is valid. If I later find out that this is not the case, I will write to you again.

The date of this email is the starting date for the appeal(s) and the timetable for the submission of evidence begins from this date.

I am the case officer. If you have any questions please do not hesitate to contact me.

### **The procedure**

The appeal will initially proceed by the written representation procedure. The procedure will be formally determined by the appointed Inspector within 6 weeks of the date of this letter, by the end of the representations period, after considering the submission from all parties. Although it is envisaged that the majority of appeals will proceed by the written representations procedure, the Town and Country Planning (Referred Applications and Appeals Procedure) (Wales) Regulations 2017 enable an appeal to proceed by multiple procedures. As such, the Inspector may consider it necessary to call a topic specific hearing or inquiry session; only that topic can be discussed at the event and the remainder of the issues will be considered by the written representations procedure. Further guidance on this matter can be found in the Procedure Guide Wales 2017.

Please note that if a hearing or inquiry session is required, it is likely to be arranged at short notice due to the tight timescales for doing so. Although we will provide at least 4 weeks' notice, it is possible that we will not be able to provide greater notice. As such, the date that we propose to hold an event can only be changed in very extraordinary circumstances.

Only the Appellant, LPA, and any other person specifically invited by the Inspector will be entitled to participate in an event.

The Inspector will set out the matters to be discussed at any hearing or inquiry within 6 weeks of the starting date.

### **Keeping to the timetable**

You must keep to the timetable set out below and make sure that you submit the relevant documents within the deadlines; documents submitted after deadlines will not be taken into account by the Inspector and will be returned. You must note the details of the following timetable as no reminders will be sent.

The following documents must be submitted so as to be received within this timetable:

**By the 10.01.2022**

You must submit a copy of the completed appeal questionnaire(s) and supporting documents, including relevant plan policies to the Appellant(s) and Planning Inspectorate.

If you wish for your questionnaire to comprise your representation for the appeal, you should confirm so in writing by this date to the Inspectorate and Appellant.

You must also notify any interested persons that the appeal(s) has been lodged. You should advise them that:-

i) any comments they made at application stage will be sent to me and if they want to make any additional comments (which must not exceed 3000 words), they must be received within 4 weeks of the starting date, **28.01.2022**. If comments are submitted after the deadline they will be returned.

ii) they may view the documents at your offices or by contacting PEDW via PEDW [PEDW.Casework@gov.wales](mailto:PEDW.Casework@gov.wales)

iii) they can get a copy of our leaflet 'A Guide to Engaging with the PEDW' either free of charge from you or through the Welsh Government website: <http://gov.wales/topics/planning/appeals/appeal-guidance-and-information/?lang=en> and

iv) if they want to receive a copy of the appeal decision they must write to me asking for one.

### **By 28.01.2022**

If your questionnaire does not comprise your representation, your representation must be received by this date, and must not exceed 3000 words. Your representation cannot include any arguments or information which was not included in your reasons for refusing the application subject of this appeal. You may also submit an application for costs where required by this date. Interested persons may also submit representations by this date.

### **By 11.02.2022**

You, the Appellant, and any interested persons should send me a copy of any final comments you have on each other's representations. No new evidence is allowed at this stage. I will send you a copy of the Appellant's and any interested person final comments as soon as this deadline has passed.

### **The Ministerial Target date is 08.04.2022**

#### **Inspector requests for information**

If the appointed Inspector decides that further information/clarification is required, he/she may request information from the parties and you will be advised of the deadline for doing so. The responses must not exceed 3000 words.

#### **Using e-mail or post**

We welcome communication by email to our team address. Electronic copies of statements, [PEDW.Casework@gov.wales](mailto:PEDW.Casework@gov.wales) supporting documents and comments are particularly useful to us and more efficient for you.

If you send us your documents by e-mail or post, you only need to send us one copy (with the exception of written statements of evidence for inquiries) quoting the full appeal reference number. E-mails should not exceed 10MB in size.

### **Withdrawing the appeal(s)**

If you hear that the appeal is to be withdrawn please advise me immediately.

### **Costs Awards**

Where an application for costs is made by the appellant with submission of the appeal, your representations in response to the application must be received on or before the deadline for representations at 4 weeks. If your local planning authority chooses to make a costs application you should do so by the 4 week stage. The 6 week stage then provides an opportunity for parties who are subject to the application for costs to respond.

Further information on awards of costs can be found in Section 12 of the Development Management Manual [REDACTED] This revokes and replaces Welsh Office Circular 23/93.

## Guidelines for statements and written statements of evidence

**If you are able to do so, please submit your documents electronically to our team address [PEDW.Casework@gov.wales](mailto:PEDW.Casework@gov.wales)**

We will scan all the paper documents that we receive into our computer system. To help us do this and ensure that the information in your documents is accurately recorded and understood, wherever possible please prepare your application documents in the following way.

1. Type the information using 'sans serif' font sizes of at least 11 point. ('Sans serif' fonts are easier to read on screen, common examples are Arial and Verdana.)
2. Use A4 size paper wherever possible.
3. Print documents on both sides of a page if you want to, but please ensure that the quality of paper is such that images from one side of the page do not show through to the other side.
4. Use black ink and capitals if you need to write on a document.
5. Ensure photocopied documents are clear and legible.
6. Place photographs, maps, plans, etc., in a separate appendix and cross-reference them within the main body of the document. Do not stick photographs to sheets of paper. Put them in an envelope and write the site address or application reference number if known on the back.
7. Bind documents in such a way that bindings can be undone quickly without damaging the document. Avoid using wire or plastic spiral binders.
8. Avoid using cover sheets, sleeves or other bindings that do not add value or information.
9. Ensure that the pages of documents are clearly numbered.
10. Please do not send valuable original documents unless these are specifically requested.
11. Please do not include post-it notes or other small attachments which might be easily dislodged or lost.

Yours sincerely

Neil Crease

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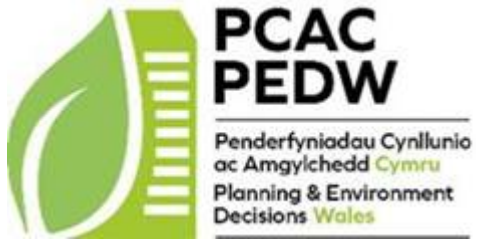
Swyddog Gwaith Achos | Casework Officer

Penderfyniadau Cynllunio ac Amgylchedd Cymru | Planning and Environment Decisions Wales

Llywodraeth Cymru | Welsh Government

Ffôn | Tel:

E-bost | E-mail:



<https://llyw.cymru/penderfyndiadau-cynllunio-ac-amgylchedd-cymru> | <https://gov.wales/planning-and-environment-decisions-wales>