

## Alice Honan

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**From:** TeamE1 <TeamE1@planninginspectorate.gov.uk>  
**Sent:** 31 August 2021 14:29  
**To:** Appeals Officer  
**Subject:** APP/L1765/C/20/3261886 - The Green House, Gravel Hill, Shirrell Heath, Hampshire

**Importance:** High

Dear LPA

In response to the Coronavirus (COVID-19) pandemic and guidance from government, the Planning Inspectorate has published guidance on site visits, hearings, inquiries, and events.

<https://www.gov.uk/guidance/coronavirus-covid-19-planning-inspectorate-guidance>

From 13<sup>th</sup> September we will be reverting to the pre-pandemic approach of hearings and inquiries being face to face events held at venues arranged by Local Planning Authorities (LPAs).

However, when hosting a face to face event, the LPA should also ensure there are appropriate arrangements in place to allow anyone who needs to give evidence virtually to be able to do so.

Virtual participation could, for example, take the form of an individual presenting their case from home or from an alternative safe environment to the event room with the rest of the event continuing face-to-face. Alternatively, it could take the form of a separate virtual event to follow a face-to-face event.

Whilst live streaming the event isn't essential, it would be beneficial if the Council is able to facilitate this.

In case pandemic restrictions change the LPA should also provide for the backup of an entirely virtual event.

If the LPA are not able to meet the requirements to host a face to face event they should make arrangements for an entirely virtual event.

The following should be included on the notification letter issued to interested parties:

- a clear statement of the date, time and place of the hearing, the powers enabling the Secretary of State or Inspector to determine the appeal and the name of the Inspector;
- the location of the site and a description of the development;
- where your completed questionnaire, yours and the appellant's statements and future comments can be inspected;
- that they may attend the hearing and, at the Inspector's discretion, give their views;
- that the decision will be published on the Planning Portal;
- what facilities are available for people with disabilities e.g. parking spaces, access and seating arrangements etc.
- a point of contact at the Council who can advise on how to join the event online if they are prevented from attending in person.

Please can your LPA confirm, within the next 5 working days, they are able to make suitable arrangements for the hearing and provide confirmation of the venue.

Please contact Sasha Coke at [teame1@planninginspectorate.gov.uk](mailto:teame1@planninginspectorate.gov.uk). If you wish to discuss the requirements that will be needed to support an online virtual element or an entirely virtual event.

Further information is available at the links below.

<https://www.gov.uk/government/publications/setting-up-a-venue-for-a-public-inquiry-hearing-or-examination/public-inquiries-hearings-and-examinations-venue-and-facilities-requirements>  
<https://www.gov.uk/government/publications/guidance-for-local-planning-authorities-hosting-virtual-events-for-the-planning-inspectorate>

Yours sincerely

*Nick Manley*

Enforcement Case Officer

The Planning Inspectorate

Room 3B

Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN

[Teame1@planninginspectorate.gov.uk](mailto:Teame1@planninginspectorate.gov.uk)