

Town and Country Planning Act 1990

## Grant of Full Planning Permission

|            |                                                                                  |                     |                  |
|------------|----------------------------------------------------------------------------------|---------------------|------------------|
| Applicant: | Mr B Mushtaq                                                                     | Application Number: | 25/02241/FU      |
| Agent:     | 2DIO Architecture Ltd<br>Mr Irfan Khan<br>10 Preston Parade<br>Leeds<br>LS11 7ND | Date Accepted:      | 5 June 2025      |
|            |                                                                                  | Date of Decision:   | 9 September 2026 |

**Proposed Development At:** ABS Vehicle Services Highfield Garage 105 - 111 Wakefield Road Drighlington Bradford BD11 1DH

**Proposal:** Demolition of existing car garage and service station and totem sign. Erection of four new storage units with new gates, boundary wall to front

### Plans and specifications that this decision is based on:

| Plan Type                           | Plan Reference     | Received   |
|-------------------------------------|--------------------|------------|
| Site Location Plan/Red Line/OS Plan |                    | 08.04.2025 |
| Block Plan/Layout Plan              | 600-630 2D10-GA02  | 15.08.2026 |
| Proposed elevation(s)               | 600-630 2D10 -GA04 | 15.08.2026 |
| Other                               | 2602101 P02        | 01.04.2026 |

**Full planning permission granted in accordance with the approved plans and specifications and subject to the condition(s) set out below:-**

- 1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Imposed pursuant to the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

- 2) The development hereby permitted shall be carried out in accordance with the approved plans listed in the Plans and Specifications above.

For the avoidance of doubt and in the interests of proper planning.



Martin Elliot  
Chief Planning Officer

Town and Country Planning Act 1990

## Grant of Full Planning Permission

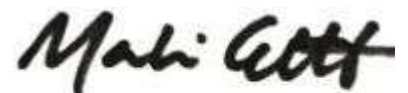
- 3) Construction of external walls and roofs to any building subject of this permission shall not take place until details and samples of all external walling and roofing materials have been submitted to and approved in writing by the Local Planning Authority. Samples shall be made available on site prior to the commencement of building works, for inspection by the Local Planning Authority which shall be notified in writing of their availability. The building works shall be constructed from the materials thereby approved.

In the interests of visual amenity.

- 4) The development hereby permitted shall not be occupied until full details of both hard and soft landscape works, including a dated implementation programme (inclusive of any phasing), have been submitted to and approved in writing by the Local Planning Authority. Hard landscape works shall include
- (a) proposed finished levels and/or contours,
  - (b) boundary details, means of enclosure and retaining structures,
  - (c) car parking layouts,
  - (d) other vehicle and pedestrian access and circulation areas,
  - (e) hard surfacing areas,
  - (f) minor artefacts and structures (e.g. furniture, play equipment, refuse or other storage units, signs, lighting etc.),
  - (g) existing trees with Root Protection Areas (RPAs) and all other retained vegetation.
- Soft landscape works shall include:
- (h) planting plans (display existing trees with Root Protection Areas (RPAs) and all other retained vegetation),
  - (i) written specifications (including soil depths, cultivation and other operations associated with plant and grass establishment) and schedules of plants noting species, planting sizes, root packaging and proposed numbers/densities,
  - (j) drainage proposals,
  - (k) soiling proposals (to BS3883: 2015 and BS9601: 2013) - Laboratory certification is required for both topsoil and subsoil evidenced by the submission of site delivery tickets etc to the Local Planning Authority

All hard and soft landscaping works shall be carried out in accordance with the approved details, approved implementation programme, British Standard BS4428: 1989 (Code of Practice for General Landscape Operations) and in accordance with Leeds City Council website landscape guidance under "Landscape Planning and Development".

To ensure the provision and establishment of acceptable landscaping.



Martin Elliot  
Chief Planning Officer

Town and Country Planning Act 1990

## Grant of Full Planning Permission

- 5) Development shall be carried out in full accordance with the recommendations contained within the approved Arboricultural Impact Assessment and Tree Protection Plan. Tree protection fencing shall be erected prior to the commencement of development and retained throughout the construction period.

To safeguard retained trees during construction.

- 6) The proposed hardstanding and any works within the Root Protection Area of tree T1 shall be constructed in accordance with the approved no-dig construction methodology and arboricultural recommendations. No variation shall take place without the prior written approval of the Local Planning Authority.

To safeguard the health and long-term retention of retained trees.

- 7) Prior to the commencement of development, a schedule of arboricultural supervision and monitoring visits shall be submitted to and approved in writing by the Local Planning Authority. The approved monitoring shall be undertaken throughout construction and a completion certificate submitted to the Local Planning Authority.

To ensure construction works are undertaken in accordance with approved arboricultural measures.

- 8) The development hereby approved shall only operate with the largest vehicle as a 7.5t panel van.

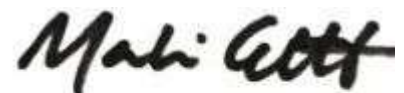
In the interests of highway safety.

- 9) Development shall not be occupied until the approved cycle/motorcycle parking and facilities have been provided. The approved facilities shall thereafter be retained for the lifetime of the development.

In the interests of highway safety and promoting sustainable travel opportunities.

- 10) Development shall not be occupied until all areas shown on the approved plans to be used by vehicles, including roads, footpaths, cycle tracks, loading and servicing areas and vehicle parking space have been fully laid out, surfaced and drained such that loose materials and surface water does not discharge or transfer onto the highway. These areas shall not be used for any other purpose thereafter.

To ensure the free and safe use of the highway.



Martin Elliot  
Chief Planning Officer

Town and Country Planning Act 1990

## Grant of Full Planning Permission

- 11) Prior to occupation of the development, the off-site highway works as shown in principle on plan 600-630 2D10-GA02 comprising dropped crossings into vehicular accesses and the provision of tactile paving shall be fully delivered.

To ensure the free and safe use of the highway.

- 12) Development shall not commence until a statement of construction practice has been submitted to and approved in writing by the Local Planning Authority, the statement of construction practice shall include full details of:

a) the construction vehicle routing, means of access, location of site compound, storage and parking (including workforce parking), means of loading and unloading of all contractors' plant, equipment, materials and vehicles and associated traffic management measures.

b) methods to prevent mud, grit and dirt being carried on to the public highway from the development hereby approved.

c) measures to control the emissions of dust and dirt during construction.

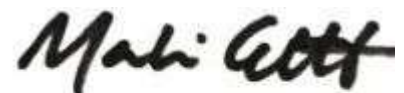
d) how the statement of construction practice will be made publicly available by the developer.

The approved details shall be implemented at the commencement of works on site and shall thereafter be retained and employed until completion of the works on site. The Statement on Construction practice shall be made publicly available for the lifetime of the construction phase of the development in accordance with the approved method of publicity.

The carrying out of the development could result in significant harm to the amenities of local residents and highway safety, and accordingly details of construction practice is required to be agreed prior to commencement of works in order to protect such interests.

- 13) The development hereby approved shall not be occupied until the approved Electric Vehicle Charging Points, cable enabled spaces and associated infrastructure have been provided. The facilities shall thereafter be retained and maintained as approved for the lifetime of the development.

In the interest of promoting low carbon transport.



Martin Elliot  
Chief Planning Officer

Town and Country Planning Act 1990

## Grant of Full Planning Permission

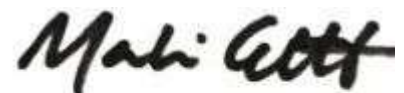
- 14) The approved details for the provision of bin stores (including siting, materials and means of enclosure) and (where applicable) storage of wastes and access for their collection shall be implemented in full before the use commences and shall be retained thereafter as such for the lifetime of the development.

In the interests of amenity and to ensure adequate measures for the storage and collection of wastes are put in place.

- 15) No development shall commence (EXCLUDING DEMOLITION) until;
- a) a scheme of intrusive investigations has been carried out on site to establish the risks posed to the development by past coal mining activity, and;
  - b) any remediation works and/or mitigation measures to address land instability arising from coal mining legacy, as may be necessary, have been implemented on site in full in order to ensure that the site is safe and stable for the development proposed.

The intrusive site investigations and remedial works shall be carried out in accordance with authoritative UK guidance.

- 16) Prior to the occupation of the development, or it being taken into beneficial use, a signed statement or declaration prepared by a suitably competent person confirming that the site is, or has been made, safe and stable for the approved development shall be submitted to the Local Planning Authority for approval in writing. This document shall confirm the methods and findings of the intrusive site investigations and the completion of any remedial works and/or mitigation necessary to address the risks posed by past coal mining activity.
- 17) Development (excluding demolition) shall not commence until a Phase I Desk Study has been submitted to, and approved in writing by, the Local Planning Authority and:
- (a) Where the approved Phase I Desk Study indicates that intrusive investigation is necessary, development (excluding demolition) shall not commence until a Phase II Site Investigation Report has been submitted to and approved in writing by the Local Planning Authority;
  - (b) Where remediation measures are shown to be necessary in the Phase I/Phase II Reports and/or where soil or soil forming material is being imported to site, development (excluding demolition) shall not commence until a Remediation Strategy demonstrating how the site will be made suitable for the intended use has been submitted to and approved in writing by the Local Planning Authority. The Remediation Strategy shall include a programme for all works and for the provision of Verification Reports.



Martin Elliot  
Chief Planning Officer

Town and Country Planning Act 1990

## Grant of Full Planning Permission

It is strongly recommended that all reports are prepared and approved by a suitably qualified and competent person.

To ensure that the presence of contamination is identified, risks assessed and proposed remediation works are agreed in order to make the site 'suitable for use' with respect to land contamination.

- 18) If remediation is unable to proceed in accordance with the approved Remediation Strategy, or where significant unexpected contamination is encountered, or where soil or soil forming material is being imported to site, the Local Planning Authority shall be notified in writing immediately and operations on the affected part of the site shall cease. The affected part of the site shall be agreed with the Local Planning Authority in writing. An amended or new Remediation Strategy and/or Soil Importation Strategy shall be submitted to and approved in writing by the Local Planning Authority prior to any further remediation works which shall thereafter be carried out in accordance with the revised approved Strategy. Prior to the site being brought into use, where significant unexpected contamination is not encountered, the Local Planning Authority shall be notified in writing of such.

It is strongly recommended that all reports are prepared and approved by a suitably qualified and competent person.

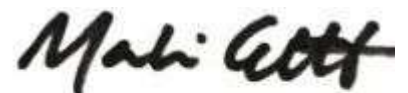
To ensure that any necessary remediation works are identified to make the site 'suitable for use' with respect to land contamination.

- 19) Remediation works shall be carried out in accordance with the approved Remediation Strategy. On completion of those works, the Verification Report(s) shall be submitted to the Local Planning Authority in accordance with the approved programme. The site or phase of a site shall not be brought into use until such time as all verification information has been approved in writing by the Local Planning Authority.

It is strongly recommended that all reports are prepared and approved by a suitably qualified and competent person.

To ensure that the remediation works are fully implemented as agreed and the site has been demonstrated to be 'suitable for use' with respect to land contamination.

- 20) The storage units hereby approved shall only operate between the hours of 08:00 and 18:00 Monday to Saturday. The premises shall not operate at any time on Sundays or Bank Holidays.



Martin Elliot  
Chief Planning Officer

Town and Country Planning Act 1990

## Grant of Full Planning Permission

In the interests of safeguarding the amenities of neighbouring residential occupiers in accordance with Policies P10 of the Core Strategy and GP5 of the UDP Review.

- 21) No deliveries, collections, loading, unloading or servicing activities shall take place outside the hours of 08:00 and 18:00 Monday to Saturday, with no such operations taking place on Sundays or Bank Holidays.

To protect the living conditions of nearby residents from noise and disturbance in accordance with Policies P10 of the Core Strategy and GP5 of the UDP Review.

- 22) No goods, materials, plant, machinery, containers, waste or equipment shall be stored externally on the site at any time unless otherwise agreed in writing by the Local Planning Authority.

To safeguard the visual amenity of the area and the amenities of neighbouring occupiers and highway safety in accordance with Policies P10 and T2 of the Core Strategy, GP5 of the UDP Review.

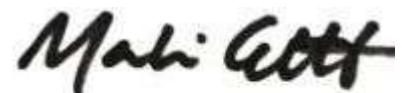
- 23) No development shall commence until details of a sustainable surface water drainage scheme have been submitted to and approved in writing by the Local Planning Authority. The scheme shall be based on sustainable drainage principles and shall include:

- a) Calculations demonstrating the surface water runoff rates and volumes generated by the development for all rainfall events up to and including the 1 in 100 year event plus an appropriate allowance for climate change;
- b) Details of any proposed SuDS measures and their management;
- c) Details of exceedance flow routes;
- d) Evidence of ground investigations and permeability testing where infiltration drainage is proposed;
- e) Arrangements for the future management and maintenance of the drainage system.

The approved drainage scheme shall be implemented in full before the development is first brought into use and thereafter retained and maintained in accordance with the approved details.

To ensure satisfactory drainage of the site and to prevent increased flood risk in accordance with Policy EN5 of the Core Strategy and the Council's Minimum Development Control Standards for Flood Risk.

- 24) No development shall commence until details of the means of foul water disposal have been submitted to and approved in writing by the Local Planning Authority. The



Martin Elliot  
Chief Planning Officer

Town and Country Planning Act 1990

## Grant of Full Planning Permission

approved scheme shall be implemented before the development is first occupied and retained thereafter.

To ensure satisfactory foul drainage arrangements are provided in the interests of public health and environmental protection.

- 25) Prior to the first occupation of the development, details of accessible access arrangements to all units, including levels, gradients, surfacing and entrance thresholds, shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented prior to first occupation and retained thereafter.

To ensure the development provides satisfactory access for all users in accordance with Policy P10 of the Leeds Core Strategy.

### For information:-

- 1) The Local Planning Authority has considered this application in a positive and proactive manner, consistent with the National Planning Policy Framework, whilst being mindful of the need to achieve an appropriate balance in order to make timely decisions. The Council makes available a pre-application advice service and detailed planning guidance through its website. Applications are assessed against the national planning policy and guidance, the Development Plan and other material planning considerations. Applications are considered and determined in accordance with the Council's adopted development management protocols where these apply, which set out the level of engagement appropriate to different application types, including where amendments or additional information may be sought and where this would not be appropriate. Where appropriate, the Council seeks solutions to planning issues and works with applicants to secure acceptable development proposals.
- 2) This notice of decision does not grant consent or imply any grant of consent for the applicant to enter onto any adjoining land, to either construct or subsequently to maintain the proposed development.
- 3) This permission does not absolve the applicant(s) from the requirements for compliance with a Building Regulation approval, or the duty of compliance with any requirements of any Statutory Body, Public Utility or Authority.



Martin Elliot  
Chief Planning Officer

Town and Country Planning Act 1990

## Grant of Full Planning Permission

The applicant is advised that where any of the following apply, The Party Wall Act 1996 provisions are relevant, and you may well need to serve notice and get agreement from adjoining owners/neighbour(s) to carry out the work;

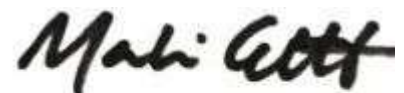
- work carried out directly to an existing party wall or structure
- new building at or astride the boundary line between properties
- excavation within 3 or 6 metres of a neighbouring building or structure depending on the depth of the hole or proposed foundations.

- 4) In relation to Condition (11) of this permission, the applicant must enter an agreement with the Council under Section 278 of the Highways Act 1980. The applicant is advised to make early contact with the Highways and Transportation Service by emailing the details to [S278Agreements@Leeds.gov.uk](mailto:S278Agreements@Leeds.gov.uk) as negotiating and entering a Section 278 Agreement generally takes 12 months; but, this can be longer depending on the complexity of the scheme. Further information is available on the Council's website at <https://www.leeds.gov.uk/parking-roads-and-travel/licences-and-permits>.
- 5) Any intrusive activities which disturb or enter any coal seams, coal mine workings or coal mine entries (shafts and adits) requires a Mining Remediation Authority Permit. Such activities could include site investigation boreholes, excavations for foundations, piling activities, other ground works and any subsequent treatment of coal mine workings and coal mine entries for ground stability purposes. Application forms for Mining Remediation Authority permission and further guidance can be obtained from The Mining Remediation Authority's website at: [www.gov.uk/get-a-permit-to-deal-with-a-coal-mine-on-your-property](http://www.gov.uk/get-a-permit-to-deal-with-a-coal-mine-on-your-property) What is a permit and how to get one? - GOV.UK ([www.gov.uk](http://www.gov.uk))
- 6) In areas where shallow coal seams are present caution should be taken when carrying out any on site burning or heat focused activities.

To check your site for coal mining features on or near to the surface the Coal Authority interactive map viewer allows you to view selected coal mining information in your browser graphically. To check a particular location either enter a post code or use your mouse to zoom in to view the surrounding area.

- 7) All reports addressing land contamination should be compiled in accordance with best practice and with the National Planning Policy Framework and policies Land 1 of the Natural Resources and Waste Local Plan 2013 and GP5 of the Unitary Development Plan Review 2006.

Prior to preparing any reports in compliance with conditions related to land contamination the applicant is also advised to refer to the latest version of the



Martin Elliot  
Chief Planning Officer

Town and Country Planning Act 1990

## Grant of Full Planning Permission

Yorkshire and Lincolnshire Pollution Advisory Group technical guidance for developers, landowners and consultants, as noted below:

- Development on Land Affected by Contamination
- Verification Requirements for Cover Systems
- Verification Requirements for Gas Protection Systems

Where C\_SOIL has been placed on the planning permission, guidance on the required information to submit is available in the Verification Requirements for Cover Systems guidance.

The latest version of this guidance and additional information is available at [www.leeds.gov.uk/contaminatedland](http://www.leeds.gov.uk/contaminatedland)

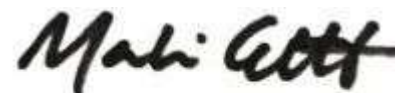
- 8) The applicant is advised that remediation of any contaminated site is required to a standard such that the site is 'suitable for its proposed use' in accordance with the National Planning Policy Framework (NPPF) and policies Land 1 of the Natural Resources and Waste Local Plan 2013 and GP5 of the Unitary Development Plan Review 2006.

Remediation may include the requirement for the importation of suitable soils and/or soil forming materials, an appropriately designed capping layer and satisfactory gas protection measures.

In order that the council can confirm that the site has been demonstrated as suitable for use, verification information in line with the approved Remediation Strategy must be submitted to the Local Planning Authority for approval in writing. Without submission of evidence to support the discharge of conditions relating to verification eg C\_VERI, C\_SOIL, C\_LUNX, there may arise delays to condition discharge, failure of property sale, liability issues and enforcement action including action under Part 2A of the Environmental Protection Act 1990.

As noted in the NPPF, where a site is affected by contamination issues, responsibility for securing a safe development rests with the developer and/or landowner.

- 9) An appropriate survey should be undertaken to identify any asbestos containing materials in existing structures/buildings, including fly-tipped waste or rubble from the demolition process. Asbestos containing materials must be safely removed prior to demolition and site clearance, or conversion of existing structures/buildings, to avoid causing risks to public health and the environment. Asbestos-contaminated waste must be disposed of appropriately at a licensed waste facility. The legal requirements

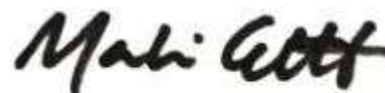


Martin Elliot  
Chief Planning Officer

Town and Country Planning Act 1990

## **Grant of Full Planning Permission**

for managing and working with asbestos are set out in the Control of Asbestos Regulations 2012.



Martin Elliot  
Chief Planning Officer

Town and Country Planning Act 1990

## Grant of Full Planning Permission

The proposed development lies within an area that has been defined by the Coal Authority as containing potential hazards arising from former coal mining activity. These hazards can include: mine entries (shafts and adits); shallow coal workings; geological features (fissures and break lines); mine gas and previous surface mining sites. Although such hazards are seldom readily visible, they can often be present and problems can occur in the future, particularly as a result of development taking place.

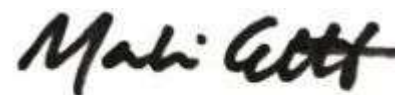
It is recommended that information outlining how the former mining activities affect the proposed development, along with any mitigation measures required (for example the need for gas protection measures within the foundations), be submitted alongside any subsequent application for Building Regulations approval (if relevant). Any form of development over or within the influencing distance of a mine entry can be dangerous and raises significant safety and engineering risks and exposes all parties to potential financial liabilities. As a general precautionary principle, the Coal Authority considers that the building over or within the influencing distance of a mine entry should wherever possible be avoided. In exceptional circumstance where this is unavoidable, expert advice must be sought to ensure that a suitable engineering design is developed and agreed with regulatory bodies which takes into account of all the relevant safety and environmental risk factors, including gas and mine-water. Your attention is drawn to the Coal Authority Policy in relation to new development and mine entries available at:

<https://www.gov.uk/government/publications/building-on-or-within-the-influencing-distance-of-mine-entries>

Any intrusive activities which disturb or enter any coal seams, coal mine workings or coal mine entries (shafts and adits) requires a Coal Authority Permit. Such activities could include site investigation boreholes, digging of foundations, piling activities, other ground works and any subsequent treatment of coal mine workings and coal mine entries for ground stability purposes. Failure to obtain a Coal Authority Permit for such activities is trespass, with the potential for court action.

Property specific summary information on past, current and future coal mining activity can be obtained from: [www.groundstability.com](http://www.groundstability.com) or a similar service provider.

If any of the coal mining features are unexpectedly encountered during development, this should be reported immediately to the Coal Authority on 0345 762 6848. Further information is available on the Coal Authority website at:  
[www.gov.uk/government/organisations/the-coal-authority](http://www.gov.uk/government/organisations/the-coal-authority)



Martin Elliot  
Chief Planning Officer

Town and Country Planning Act 1990

## Grant of Full Planning Permission

In respect of housing development, the applicant's attention is drawn to part Q1 of the 2010 Building Regulations and Approved Document Q1 (Unauthorised Access) 2015. Specifically that the standards for doors and windows (including locks and other hardware) shall be sufficiently robust and capable of resisting physical attack by a burglar, so as to include euro 'anti-snap' locks or equivalent standard.

Applicants are requested to remove any site notices related to this application from outside the property to which the application relates.

### Important Information about Your Planning Permission

#### **Town and Country Planning (Development Management Procedure) (England) Order 2015**

This decision notice only relates to the grant of planning permission. It does not give any approval or consent which may be needed under any legislation, enactment, bye-laws, order or regulation other than the Town and Country Planning Act 1990 as amended. You may need other approvals, consents or licenses for the development eg building regulations approval.

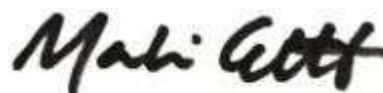
This permission is granted in strict accordance with the approved plans. It should be noted however that:

- (a) A variation from the approved plans following commencement of the development is likely to constitute unauthorised development and may be liable to enforcement action.
- (b) Variation to the approved plans will require the submission of a new planning application.

This planning permission is granted subject to conditions. Please read the conditions carefully and make sure that you understand what is required to comply with them. It is the responsibility of the owner(s) and the person(s) implementing the development to ensure that the approved plans and these conditions are complied with throughout the development and beyond. Failure to comply with any of the conditions may result in enforcement action.

Conditions which require work to be carried out or details to be approved prior to commencement are very important and are called '**conditions precedent**'.

This means:



Martin Elliot  
Chief Planning Officer

Town and Country Planning Act 1990

## Grant of Full Planning Permission

- (a) If a condition precedent is not complied with, the whole of the development might be unauthorised and you may be liable to enforcement action.
- (b) Where a condition precedent is breached and the development is unauthorised, the only way to rectify this is by the submission of a new application to obtain a fresh planning permission.

Details of how to apply to discharge condition(s) can be found on our website at <https://www.leeds.gov.uk/planning/planning-permission/find-out-if-you-need-planning-permission/apply-for-planning-permission> under the heading Discharging conditions.

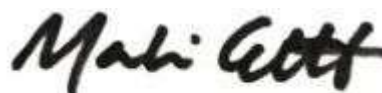
You are advised that the approved development is liable for a charge under the Community Infrastructure Levy Regulations 2010 (as amended). A Community Infrastructure Levy (CIL) Liability Notice will be issued as soon as is practicable following this decision notice. This contains details including the chargeable amount, when this is payable and when and how exemption from or relief on the charge can be sought. Please note that an Assumption of Liability Notice (Form 1) and a Commencement Notice (Form 6) must be received by the Council at least one day before commencement of development. Failure to complete an Assumption of Liability Notice and Commencement Notice will incur penalty surcharges. CIL relief or exemption must be sought from and approved by the Council prior to commencement of the development. Exemption or relief may be withdrawn if you fail to meet the statutory requirements relating to CIL. For further details please visit the Council's website <https://www.leeds.gov.uk/your-council/planning/community-infrastructure-levy>.

## Appeals to the Secretary of State

If you, as applicant, are aggrieved by the decision of your local planning authority to grant permission for the proposed development subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990 as amended.

If you, as applicant, want to appeal, you must do so within **six months** of the date of this notice (or within **28 days** if a valid Enforcement Notice exists for the same or substantially the same development). You should use a form which you can obtain from [www.gov.uk/appeal-planning-decision](http://www.gov.uk/appeal-planning-decision) or by email from [enquiries@planninginspectorate.gov.uk](mailto:enquiries@planninginspectorate.gov.uk) or by phoning 0303 444 5000.

The Secretary of State can allow a longer period for giving notice of an appeal, but will not normally be prepared to do so unless there are special circumstances which excuse the delay in giving notice of appeal.



Martin Elliot  
Chief Planning Officer

---

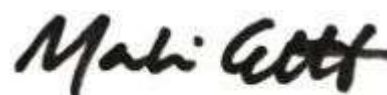
Town and Country Planning Act 1990

## **Grant of Full Planning Permission**

You must send one copy of the completed form to [planning.appeals@leeds.gov.uk](mailto:planning.appeals@leeds.gov.uk) or Appeals Administration, Development Management, Leeds City Council, Merrion House, 110 Merrion Centre, Leeds, LS2 8BB as well as to the Planning Inspectorate at the address on the form.

If you intend to submit an appeal that you would like examined by inquiry, you should notify the Local Planning Authority ([planning.appeals@leeds.gov.uk](mailto:planning.appeals@leeds.gov.uk)) and the Planning Inspectorate ([inquiryappeals@planninginspectorate.gov.uk](mailto:inquiryappeals@planninginspectorate.gov.uk)) of your intention to appeal a minimum of 10 working days before the appeal is submitted to the Planning Inspectorate.

The notification form and further guidance is available at  
[www.gov.uk/government/publications/notification-of-intention-to-submit-an-appeal](http://www.gov.uk/government/publications/notification-of-intention-to-submit-an-appeal)



Martin Elliot  
Chief Planning Officer