

# SUBMISSION NOTICE APPEAL FORM



***For appeals against SUBMISSION NOTICES issued by the planning authority***

Please note that your appeal must reach the Commission before the end of the period allowed for compliance with the notice.

**Please complete in BLOCK CAPITALS and use a separate form for each appeal**

## **A. APPELLANT'S CONTACT DETAILS**

Name

Address

Postcode

Daytime phone number

E-mail address\*

## **B. CONTACT DETAILS FOR THE AGENT (if any)**

Name

Address

Postcode

Daytime phone number

E-mail address\*

Agent Reference

*\*if you have an e-mail address, we will use it to correspond with you.*

**C. PLANNING AUTHORITY WHICH ISSUED THE NOTICE**

Name of planning authority

Location of planning office

Authority's reference number

**D. KEY DATES**

Date of notice

Date notice received (if known)

**E. ALLEGED DEVELOPMENT**

Please copy from the notice

**F. LAND TO WHICH THE APPEAL RELATES**

Address or location of site

## G. GROUNDS OF APPEAL

Please tick the boxes below to indicate **EACH** of the grounds on which you wish to appeal:-

**Ground (a):** that the matters alleged in the notice do not constitute development

**Ground (b):** that the development alleged in the notice has not taken place

**Ground (c):** that the period of five years from the date on which the development was begun had elapsed at the date when the notice was issued

## H. STATEMENT OF FACTS

There is a statutory requirement on you to set out the facts on which your appeal against the enforcement notice is based. Please use the space below to do this.

**I. CHOICE OF APPEAL PROCEDURE**

Please indicate how you would like your appeal dealt with by ticking **ONE** of the boxes below. We will also ask the authority for its views before deciding which procedure to use.

- Written representations
- Written representations with accompanied site visit
- Informal hearing\*
- Formal hearing\*

**\*For those who wish to proceed with a hearing**, please tick **ONE** box to indicate the type of hearing you would prefer.

- In Person
- Hybrid
- Remote

*Detailed information about each of these procedures is given in the Commission’s publication “Procedures for Planning and Water Appeals”, which is available on our website [www.pacni.gov.uk](http://www.pacni.gov.uk).*

**J. RELEVANT DOCUMENTS**

Before we can register the appeal, we will need a copy of the submission notice and any map attached to it. You may also wish to send us copies of any relevant correspondence with the planning authority. Please tick the relevant boxes below to indicate what you are submitting with your appeal:-

- |           |                          |                   |                          |
|-----------|--------------------------|-------------------|--------------------------|
| Form(s)   | <input type="checkbox"/> | Correspondence    | <input type="checkbox"/> |
| Plan(s)   | <input type="checkbox"/> | Notice(s)         | <input type="checkbox"/> |
| Report(s) | <input type="checkbox"/> | Other Document(s) | <input type="checkbox"/> |

## K. DECLARATION AND FEE

I appeal on the basis of the information set out above.

I hereby submit the prescribed fee of £ \_\_\_\_\_

Signature \_\_\_\_\_

On behalf of \_\_\_\_\_

Date \_\_\_\_\_

### **Data Protection**

The information provided by you in this form will be stored and processed by the Planning Appeals Commission in accordance with the principles of the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR) 2021. Our lawful basis for processing such information is provided for under Article 6 1(e) of the UK GDPR. Further information on our Data Protection Policy and our Privacy Notice is available on our website [www.pacni.gov.uk](http://www.pacni.gov.uk).

When we receive your form, we will:-

1. *Check that the appeal is valid and if so, acknowledge receipt.*
2. *Tell the planning authority we have received your appeal.*
3. *Let you and the authority know the procedure for your appeal.*
4. *Let you know the timetable for sending your written evidence.*
5. *Let you know the arrangements for any accompanied site visit or hearing.*

At the end of the process the Commission will give you a written decision on your appeal which will include a statement of the reasons for the decision