

PLANNING APPEALS COMMISSION

Further information about us is available on our website www.pacni.gov.uk

For official use only
Date Received

File No. _____

ADVERTISEMENT APPEAL FORM

Please complete in Block Capitals and use a separate form for each appeal

Before completing the application please read the procedural notes which are available from our offices or on our website.

A. APPELLANT DETAILS

The name of the person making the appeal must appear as an applicant on the planning application form

Name	<input type="text"/>		
Address	<input type="text"/>	Daytime phone no.	<input type="text"/>
	<input type="text"/>	Fax no.	<input type="text"/>
Postcode	<input type="text"/>	E-mail address	<input type="text"/>

B. AGENT DETAILS FOR THE APPEAL (if any)

Name	<input type="text"/>		
Address	<input type="text"/>	Daytime phone no.	<input type="text"/>
	<input type="text"/>	Fax no.	<input type="text"/>
	<input type="text"/>	Your reference	<input type="text"/>
Postcode	<input type="text"/>	E-mail address	<input type="text"/>

C. DIVISIONAL PLANNING OFFICE DETAILS

Name of DPO	<input type="text"/>	Department's reference no.	<input type="text"/>
Date of application	<input type="text"/>		
Date of decision notice (if issued)	<input type="text"/>		

D. APPEAL SITE ADDRESS

Address

Postcode

E. DESCRIPTION OF THE PROPOSED ADVERTISEMENT

Description of the proposed advertisement as described on the application form submitted to the Department.

F. REASON FOR THE APPEAL

This appeal is against the decision of the Department to:

Please circle **one** reason only

1. Refuse permission for the advertisement described on the application form or in Section E
2. Grant permission for the advertisement subject to conditions to which you object. These conditions are numbers _____.

Or

3. The failure of the Department to give notice of its decision within the appropriate period (usually 8 weeks) of an application for permission.

G. CHOICE OF PROCEDURE

CHOOSE ONE PROCEDURE ONLY

There are 4 procedures available, Written Representations, Written Representations with an accompanied site visit, Informal Hearing and Formal Hearing. You should indicate which method you prefer. Please note that we will also ask the Department for their preferred method.

The final decision on which method is used will be made by the Planning Appeals Commission.

Please tick **one** box only

Written Representations

Written Representations with accompanied site visit

Informal Hearing

Formal Hearing

H. REQUESTING A HEARING

If you have indicated a preference for a FORMAL hearing, please give your reasons for doing so.

All hearings on appeals from within the Belfast Metropolitan area (comprising Belfast, Carrickfergus, Castlereagh, Newtownabbey, North Down and Lisburn Council areas) are held in Park House.

If you reside outside of this area but agree to Park House being the hearing venue please tick this box.

I. IMPORTANT SUPPORTING DOCUMENTS

The documents listed 1 – 4 below, **SHOULD** be sent with your appeal and those listed from 5 – 7 should also be sent if appropriate. Please tick the boxes to show which documents you are enclosing.

1. A copy of the original application as sent to the Department.
2. A copy of the Department's decision notice (if issued)
3. A list (stating drawing numbers) and copies of all plans, drawings and documents sent to the Department with the original application.
4. A list (stating drawing numbers) and copies of any additional plans, drawings and documents sent to the Department but which did not form part of the original application.

Copies of the following must also be sent if appropriate:

5. Additional plans or drawings relating to the application but not previously seen by the Department.
6. Any relevant correspondence with the Department.
7. If the appeal is against the Department's refusal or failure to decide an application which relates to a condition, please enclose a copy of the original permission indicating the condition.

J. PLEASE SIGN BELOW

I confirm that all sections have been fully completed and are correct to the best of my knowledge. I appeal for the reason as stated in Section F.

Signature (on behalf of)

Name (in capitals) Date

Data Protection Act 1998

The information contained on this form will be stored and processed by the Planning Appeals Commission in accordance with the terms of registration under the Data Protection Act 1998. Further information about our Data Protection policy can be found on our website or obtained from our offices.

Now send this form and any supporting documents to:

The Planning Appeals Commission
Park House
87-91 Great Victoria Street
Belfast
BT2 7AG

**DO NOT SEND THIS FORM TO THE DEPARTMENT OF
THE ENVIRONMENT (NI)**

When we receive your form, we will:

1. Acknowledge its receipt.
2. Tell the Department we have received your appeal.
3. Tell you and the Department the procedure for your appeal.
4. Tell you the timetable for sending Statements of Case.
5. Tell you about the arrangements for the site visit or hearing (if appropriate)

At the end of the process the Commission will give the decision, and the reasons for it, in writing.