

**PLANNING APPEALS COMMISSION**

Further information about us is available on our website [www.pacni.gov.uk](http://www.pacni.gov.uk)

**For official use only**  
Date Received

File No. \_\_\_\_\_

# ENFORCEMENT NOTICE 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 on our website. Your appeal **MUST** reach the Commission **BEFORE THE DATE SPECIFIED IN THE ENFORCEMENT NOTICE AS THE DATE ON WHICH IT SHALL TAKE EFFECT.**

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## A. APPELLANT DETAILS

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 you received the notice	<input type="text"/>		

#### D. NOTICE DETAILS

I appeal, (on the appellants behalf\*) under Article 69 of the Planning (Northern Ireland) Order 1991, against the enforcement notice dated \_\_\_\_\_ which was served by the Department of the Environment on \_\_\_\_\_ in respect of land at

Address

Postcode

#### E. GROUNDS FOR THE APPEAL

**I appeal on the ground(s) specified in Article 69(3) of the 1991 Planning Order indicated by a circle around the appropriate number(s) below:**

Please circle **each** ground that applies

1. **Ground (a)** | That planning permission ought to be granted for the matters described on the notice or the condition or limitation concerned ought to be discharged.
2. **Ground (b)** | That those matters have not occurred.
3. **Ground (c)** | That those matters (if they occurred) do not constitute a breach of planning control.
4. **Ground (d)** | That at the date when the notice was issued, no enforcement action could be taken in respect of any breach of planning control which may be constituted by those matters.
5. **Ground (e)** | That copies of the enforcement notice were not served as required by Article 68.
6. **Ground (f)** | That the steps required by the notice to be taken, or the activities required by the notice to cease, exceed what is necessary to remedy any breach of planning control, or (as the case may be), to remedy any injury to amenity which has been caused by such breach.
7. **Ground (g)** | That any period specified in the notice in accordance with Article 68A(9) falls short of what should reasonably be allowed.



## 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 – 3 below, **SHOULD** be sent with your appeal. Please tick the boxes to show which documents you are enclosing.

1. A copy of the enforcement notice and accompanying map
2. A copy of the Department's letter which accompanied the Enforcement Notice.
3. Copies of all relevant correspondence with the Department.

### J. FEES

I enclose the prescribed fees:

(1) the appeal against the enforcement notice     £ \_\_\_\_\_

(2) the deemed planning application                     £ \_\_\_\_\_

Total     £ \_\_\_\_\_

(Cheques should be made payable to the Planning Appeals Commission)

If you are claiming an exception from the deemed planning application fee or a reduction in the fee, please supply the reasons in the space below. If your claim relates to a pending, undetermined planning application, please give the Department's reference number:


### K. PLEASE SIGN BELOW

I confirm that all sections have been fully completed and are correct to the best of my knowledge.

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 and the payment of any fee.
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.