

**PLANNING APPEALS COMMISSION**

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

**For official use only**  
Date Received

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

# LAWFUL DEVELOPMENT CERTIFICATE 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 application form for the certificate.

Name

Address  Daytime phone no.

Fax no.

Postcode  E-mail address

## B. AGENT DETAILS FOR THE APPEAL (if any)

Name

Address  Daytime phone no.

Fax no.

Your reference

Postcode  E-mail address

## C. DIVISIONAL PLANNING OFFICE DETAILS

Name of DPO  Department's reference no.

Date of application

Date of certificate or notice of refusal of application

**D. APPEAL SITE ADDRESS**

Address   
  
  
Postcode

**E. DESCRIPTION OF THE DEVELOPMENT**

Description of existing (83A) or proposed (83B)\* use (as described on the application submitted to the Department)

**F. GROUNDS FOR THE APPEAL**

**This appeal is against the decision of the Department to:**

Please circle **one** reason only

- 1. Refuse the application or refuse part of it.

**Or**

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

**G. GROUNDS OF APPEAL**

Please give a summary of your reasons for appeal.

\* delete as appropriate

## H. 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

## I. 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.

## J. IMPORTANT SUPPORTING DOCUMENTS

The documents listed below **SHOULD** be sent with your appeal. If we do not receive all your appeal documents by the end of the 6 month appeal period, we will not deal with it. Please tick the boxes to show which documents you are enclosing.

1. A copy of the original application to the Department.
2. A copy of the Department's certificate or notice of refusal of the application
3. A list (stating drawing numbers) and copies of all plans, drawings and documents sent to the Department with the original application.
4. Any relevant correspondence with the Department.

## K. PLEASE SIGN BELOW

I confirm that all sections have been fully completed.

I enclose the prescribed fee £ \_\_\_\_\_  
(Cheques should be made payable to the Planning Appeals Commission)

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 can be 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.