

PLANNING APPEALS COMMISSION

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

For official use only
Date Received

File No. _____

PLANNING APPEAL FORM

Including:- LISTED BUILDING CONSENT, and CONSERVATION AREA CONSENT

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

Before completing the form please read the procedural notes which are available from our offices on our website. Your appeal and essential supporting documents must reach the Commission within **six months** from the date of receipt of the DoE's decision on the application (or, where the Department has not issued a decision within the appropriate period, within 6 months of the date by which they should have decided the application).

A. APPELLANT DETAILS

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

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 planning application

Date of decision notice (if issued)

D. APPEAL SITE ADDRESS

Address

Postcode

Is the appeal site in a green belt? YES NO

E. DESCRIPTION OF THE DEVELOPMENT

Description of the proposed development (as described on the application 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 planning permission for the development described on the application form or in Section E
2. Grant planning permission for the development subject to conditions to which you object. These conditions are numbers _____.
3. Refuse approval of reserved matters
4. Grant approval of reserved matters subject to conditions to which you object. These conditions are numbers _____.
5. Refuse to approve any matter required by a condition on a previous planning application (other than those in 3 or 4 above)

Or

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

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. APPEAL SITE OWNERSHIP DETAILS

We need to know who owns the appeal site. Please complete one of the following certificates:-

Certificate A

I hereby certify that this appeal is made by or on behalf of _____ who is in actual possession of every part of the land to which the said appeal relates and is entitled to:-

- * fee simple absolute
- * a fee tail
- * a life estate
- * a tenancy of which at least 40 years remain unexpired in the land

**Delete those which do not apply*

Signed _____ Date _____

Certificate B

I hereby certify that this appeal is made by or on behalf of _____ who is the trustee of a trust or settlement which affects every part of the land to which this appeal relates and that at the date of the appeal:-

- (a) a beneficiary under the trust or settlement is in actual possession of every part of the land; and
- (b) no person other than a beneficiary under the trust or settlement is entitled to enter into the actual possession of any part of the said land within a period of 40 years.

Signed _____ Date _____

Certificate C

I hereby certify that the requisite notice of this appeal has been given by or on behalf of _____ to any person who, at the beginning of the period of 21 days ending with the date of this appeal was. In relation to all or any part of the land affected by the appeal.

- (a) a person then in actual possession
- (b) the trustee or settlement where a beneficiary under the trust or settlement was in actual possession and no person other than such a beneficiary was entitled to enter into actual possession of the land within a period of 40 years; and
- (c) a person (not being a person falling within (a) or (b) entitled to enter into actual possession within a period of 40 years

The person(s) upon whom notice was served are:-

Name and address	Interest	Date of service of notice

Signed _____ Date _____

Certificate D

I hereby certify that the person making this appeal:

- (a) is unable to issue a certificate in accordance with either Article 22(1) or (b) of the Planning (Northern Ireland) Order 1991
- (b) has made due enquiries and is of the opinion that he is unable to issue a certificate which would satisfy the requirements of Article 22 (1)(c) of the said Order for the following reasons:-
.....
.....
.....
- (c) has given requisite notice of this appeal to the undermentioned persons who, at the beginning of the period of 21 days ending with the date of this appeal, were in actual possession of any part of the land to which this appeal relates, namely:

Name and address	Date of service of notice

Notice of appeal has been published in the _____ on _____ and a copy of the newspaper in which the notice appeared is enclosed.

Signed _____ Date _____

J. ESSENTIAL SUPPORTING DOCUMENTS

The documents listed 1 – 4 below, **SHOULD** be sent with your appeal and those listed from 5-9 should also be sent if appropriate. Please tick the boxes to show which documents you are enclosing.

1. A copy of the original planning 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. A list(showing drawing numbers) of any 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 to grant permission for conditions imposed on a grant of outline permission, please enclose:
 - (a) the relevant outline application
 - (b) all plans sent at outline application stage
 - (c) the original outline planning permission decision
8. If the appeal is against the Department's refusal or failure to decide an application which relates to a condition, we must have a copy of the original permission indicating the condition.
9. A copy of the Environmental Statement plus certificates and notices relating to publicity (if one is required or was sent with the original application).

K. PLEASE SIGN BELOW

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

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 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.