

PLANNING APPEALS COMMISSION

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

For official use only
Date Received

File No. _____

ROADS APPEAL FORM

Please use a separate form for each appeal

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

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 ROADS OFFICE DETAILS

Name of DO	<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 PROPOSAL

The description of the proposal should be the same as that stated on the initial application form.

F. 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

G. 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.

H. IMPORTANT SUPPORTING DOCUMENTS

The documents listed 1 – 6 below, **SHOULD** be sent with your appeal. 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.
5. 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.
6. Any relevant correspondence with the Department.

I. 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 H.

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 FOR
REGIONAL DEVELOPMENT**

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.