

**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. \_\_\_\_\_

# SUBMISSION 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 or on our website. Your appeal **MUST** reach the Commission **BEFORE THE DATE SPECIFIED IN THE SUBMISSION NOTICE AS THE DATE FOR COMPLIANCE.**

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## A. APPELLANT DETAILS

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.



## 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. IMPOPRTANT 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 submission notice and accompanying map.
2. A copy of the Department's letter which accompanied the submission Notice.
3. Copies of all relevant correspondence with the Department.

## J. PLEASE SIGN BELOW

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

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 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 further information or representations.
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.