For appeals relating to applications for CERTIFICATES OF LAWFULNESS OF EXISTING USE OR DEVELOPMENT and CERTIFICATES OF LAWFULNESS OF PROPOSED USE OR DEVELOPMENT

Please note that if a time period for appealing is specified in the relevant legislation, your appeal must reach the Commission within that time period.

Please complete in BLOCK CAPITALS and use a separate form for each appeal

A. APPELLANT'S CONTACT DETAILS

Name

Address

Postcode

Daytime phone number

E-mail address*

B. CONTACT DETAILS FOR THE AGENT (if any)

Name

Address

Postcode

Daytime phone number

E-mail address*

Agent Reference

*if you have an e-mail address, we will use it to correspond with you.
C. PLANNING AUTHORITY TO WHICH THE APPLICATION WAS MADE

Name of planning authority

Location of planning office

Application reference number

D. KEY DATES

Date of application to planning authority

Date of decision notice (if any)

E. NATURE OF APPEAL

Please tick ONE box only to indicate what you are appealing against:-

Refusal, or refusal in part, of the application

Failure to give a decision on the application

F. USE OR DEVELOPMENT TO WHICH THE APPEAL RELATES

Summary description

G. LAND TO WHICH THE APPEAL RELATES

Address or location of site
Please indicate how you would like your appeal dealt with by ticking ONE of the boxes below. We will also ask the authority for its views before deciding which procedure to use.

Written representations

Written representations with accompanied site visit

Informal hearing

Formal hearing

Detailed information about each of these procedures is given in the Commission’s publication “Procedures for Appeals about Lawful Development Certificates”, which is available on our website www.pacni.gov.uk.

I. SUPPORTING DOCUMENTS

Please tick the boxes below to indicate which of the following you are copying to us with your appeal:

- Form(s)
- Plan(s)
- Report(s)
- Correspondence
- Notice(s)
- Other Document(s)

J. DECLARATION AND FEE

I appeal on the basis of the information set out above.

I hereby submit the prescribed fee of £ _____________

Signature

On behalf of

Date
**Data Protection Act 1998**

The information given 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.

When we receive your form, we will:-

1. Check that the appeal is valid and if so, acknowledge receipt.
2. Tell the planning authority we have received your appeal.
3. Let you and the authority know the procedure for your appeal.
4. Let you know the timetable for sending your written evidence.
5. Let you know the arrangements for any accompanied site visit or hearing.

At the end of the process the Commission will give you a written decision on your appeal which will include a statement of the reasons for the decision.