

# PLANNING APPEAL FORM



***For appeals relating to applications for PLANNING PERMISSION, LISTED BUILDING CONSENT and CONSERVATION AREA CONSENT***

Please note that your appeal must reach the Commission within the time period specified in the relevant legislation.

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

## **A. APPELLANT'S CONTACT DETAILS**

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Daytime phone number	<input type="text"/>
E-mail address *	<input type="text"/>

## **B. CONTACT DETAILS FOR THE AGENT (if any)**

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Daytime phone number	<input type="text"/>
E-mail address *	<input type="text"/>
Agent Reference	<input type="text"/>

*\*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)

Date decision notice received (if known)

**E. NATURE OF APPEAL**

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

Refusal of the application

Failure to give a decision on the application

Conditional grant of the application

If you are appealing against the conditional grant of an application, please identify the number(s) of the condition(s) you wish to challenge

**F. PROPOSAL TO WHICH THE APPEAL RELATES**

Summary description

**G. LAND TO WHICH THE APPEAL RELATES**

Address or location of site

**H. LAND OWNERSHIP**

There is a statutory requirement on you to tell us about ownership of the appeal site. Please complete one of the following certificates.

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**Certificate A**

I hereby certify that the 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—

- \* a fee simple absolute
- \* a fee tail
- \* a life estate
- \* a tenancy of which at least 40 years remain unexpired in the land
- \* *Please delete those which do not apply.*

Signature of Appellant or Agent \_\_\_\_\_ Date \_\_\_\_\_

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**Certificate B**

I hereby certify that the 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 the 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.

Signature of Appellant or Agent \_\_\_\_\_ Date \_\_\_\_\_

**Certificate C**

I hereby certify that the requisite notice of the appeal has been given on or on behalf of to any person who, at the beginning of the period of 21 days ending with the date of the said 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 of a trust 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 within a period of 40 years;
- (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 persons upon whom notice was served are—

<u>Name and Address</u>	<u>Interest</u>	<u>Date of Service of Notice</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Appellant or Agent \_\_\_\_\_ Date \_\_\_\_\_

**Certificate D**

1. I hereby certify that the person making the appeal—
- (a) is unable to issue a certificate in the form set out in either Certificate A or Certificate B above;
  - (b) has made due enquiries and is of the opinion that he/she is unable to issue a certificate which would satisfy the requirements of Certificate C as set out above for the following reasons—

- (c) has given the requisite notice of the appeal to the under-mentioned persons who, at the beginning of the period of 21 days ending with the date of the said appeal, were in actual possession of any part of the land to which the said appeal relates, namely—

<u>Name and Address</u>	<u>Date of Service of Notice</u>
_____	_____
_____	_____
_____	_____

2. Notice of the appeal has been published in the \_\_\_\_\_ on \_\_\_\_\_ and a copy of the newspaper in which the notice appeared is submitted with the appeal.

Signature of Appellant or Agent \_\_\_\_\_ Date \_\_\_\_\_

### I. CHOICE OF APPEAL PROCEDURE

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 Planning and Water Appeals", which is available on our website [www.pacni.gov.uk](http://www.pacni.gov.uk).*

### J. 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)

## K. DECLARATION AND FEE

I appeal on the basis of the information set out above and confirm that the statements I have made about land ownership are correct to the best of my knowledge.

I hereby submit the prescribed fee of £ \_\_\_\_\_

Signature \_\_\_\_\_

On behalf of \_\_\_\_\_

Date \_\_\_\_\_

### Data Protection

The information provided by you in this form will be stored and processed by the Planning Appeals Commission in accordance with the principles of the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR) 2021. Our lawful basis for processing such information is provided for under Article 6 1(e) of the UK GDPR. Further information on our Data Protection Policy and our Privacy Notice is available on our website [www.pacni.gov.uk](http://www.pacni.gov.uk).

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.