



ENFORCEMENT NOTICE APPEAL FORM

For appeals against ENFORCEMENT NOTICES issued by the planning authority

Please note that your appeal must reach the Commission before the date on which the notice is to take effect.

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 WHICH ISSUED THE NOTICE

Name of planning authority

Location of planning office

Authority's reference number

D. KEY DATES

Date of notice

Date notice received (if known)

Date notice was to become effective

E. ALLEGED BREACH OF PLANNING CONTROL

Please copy from the notice

F. LAND TO WHICH THE APPEAL RELATES

Address or location of site

G. GROUNDS OF APPEAL

Please tick the boxes below to indicate **EACH** of the grounds on which you wish to appeal:-

Ground (a): that planning permission ought to be granted in respect of any breach of planning control which may be constituted by the matters stated in the notice, or the condition or limitation concerned ought to be discharged

Ground (b): that the matters stated in the notice have not occurred

Ground (c): that those matters (if they occurred) do not constitute a breach of planning control

Ground (d): that, at the date when the notice was issued, no enforcement action could be taken in respect of any breach of planning control which may be constituted by those matters

Ground (e): that copies of the enforcement notice were not served as required by law

Ground (f): that the steps required by the notice to be taken, or the activities required to cease, exceed what is necessary to remedy any breach of planning control which may be constituted by those matters or to remedy any inquiry to amenity caused by any such breach

Ground (g): that any period for compliance specified in the notice falls short of what should reasonably be allowed

H. STATEMENT OF FACTS

There is a statutory requirement on you to set out the facts on which your appeal against the enforcement notice is based. Please use the space below to do this.

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 Enforcement Notice, Listed Building Enforcement Notice and Submission Notice Appeals", which is available on our website www.pacni.gov.uk.

J. RELEVANT DOCUMENTS

Before we can register the appeal, we will need a copy of the enforcement notice and any map attached to it. You may also wish to send us copies of any relevant correspondence with the planning authority. Please tick the relevant boxes below to indicate what you are submitting with your appeal:-

- | | | | |
|-----------|--------------------------|-------------------|--------------------------|
| Form(s) | <input type="checkbox"/> | Correspondence | <input type="checkbox"/> |
| Plan(s) | <input type="checkbox"/> | Notice(s) | <input type="checkbox"/> |
| Report(s) | <input type="checkbox"/> | Other document(s) | <input type="checkbox"/> |

K. FEES

I hereby submit the prescribed fees:-

- Appeal against the enforcement notice £ _____
- The deemed planning application £ _____
- Total £ _____

If you are claiming an exemption from the deemed planning application fee or a reduction in the fee, please set out your reasons in the space below. If your claim relates to a pending, undetermined planning application, please give the planning authority's reference number.

L. DECLARATION

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

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.

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.