

# LAWFUL DEVELOPMENT CERTIFICATE APPEAL FORM



***For appeals relating to applications for CERIFICATES OF LAWFULNESS OF EXISTING USE OR DEVELOPMENT and CERIFICATES 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](http://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**

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