



Planning & Water Appeals Commissions online portal

Online portal and sending information electronically: Pre Go-Live Note

It is anticipated that the Planning and Water Appeal Commissions' new online portal and case management system will go live on **Monday 8th August 2022**.

This note provides initial information on:

- How to submit a case via the online portal;
- How to send information electronically as an appellant or party involved in a case;
- The guidelines on document size and format.

A detailed guide and further information on the services provided by the new portal is also available on our website under the Publications tab.

Registration

You will need to create an account to submit an online case. You can use your account to make more than one case if you are an agent.

To create an account, you will need to provide your name, address and contact details. You will also need to choose a username and password. Once you have registered you will receive an email confirming details of your account with a link to activate your account, and you can then sign into your personal home page.

Your home page

When you access your home page you can:

- make an appeal as an appellant on your own behalf;
- submit other kinds of cases such as a request for a hearing in relation to an EIA determination;
- submit a case on behalf of other people as an agent. If you are submitting a case on behalf of an appellant, the Commission will contact you as the agent;
- pay appeal fees and deemed fees by card when submitting an appeal;
- view your pending and submitted case form(s). These cannot be edited once submitted;
- view the status of your case(s);
- make a costs claim.

How to send information electronically as an appellant or party involved in a case

Submitting documents electronically helps to speed up the administrative process. It allows information to be shared quickly and easily with relevant parties and is efficient and cost effective for all involved in the case.

As an appellant or agent you should upload all available relevant information and documents when submitting a case.

An appellant, agent or party involved in the case can upload further information via a link sent to them by the Commission in an e-mail, which will route the documents directly to the case. If a deadline has been set for the submission of information, the link provided will expire at that deadline.

Guidelines on document size and format

Before submitting your documents please take the time to name them as clearly as possible. Also sending a document list or index is a great help; it helps our administration team easily identify documents and acts as a checklist to ensure that we have received everything required.

Documents submitted must be no bigger than 50MB each. It is your responsibility to keep your documents to a manageable size.

Documents must be sent in PDF format.

Image files may be submitted, but must be embedded in a PDF document and not as stand-alone files. The below image formats can be accepted when embedded:

- TIF .tif or .tiff
- JPG .jpg or .jpeg
- PNG .png

Pictures, photographs, plans, maps or drawings should be sent as individual PDF documents if they are not a file type listed above embedded in a PDF document.

The Commission may on occasion require the submission of hard copy maps or drawings. If requested, these documents must be provided to enable processing of the case.

If any issues are encountered, please send an email setting out the nature of the problem to info@pacni.gov.uk. A member of our administrative team will take appropriate action.