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## MINOR COMMERCIAL APPEAL

If you need this document in large print, on audio tape, in Braille or in another language, please contact our Helpline on 0303 444 5940. **To help you fill in this form correctly please refer our Procedural guide for Wales.**

**WARNING:** Your appeal must reach The Planning Inspectorate within 12 weeks from the date of the Local Planning Authority's decision notice. *(NOTE: If any of the "Essential supporting documents" listed in Section K are not received by us within the 12 week period, the appeal will not be accepted)*

**PLEASE PRINT CLEARLY IN CAPITAL USING BLACK INK**

**A. APPELLANT** – The name of the person(s) making the appeal **must** appear as an applicant on the planning application form. **If this is not the case the appeal may not be registered.**

Name		
Organisation Name (if applicable)		

**B. AGENT (if any) FOR THE APPEAL**

Name		
Organisation Name (if applicable)		
Reference		

**C. LOCAL PLANNING AUTHORITY (LPA)**

Name of the LPA		
LPA's application reference number		
Planning Application form dated		
Date of LPA's Decision notice (if issued)		

## D. APPEAL SITE ADDRESS

Address			
Postcode			
	<b>YES*</b>	<b>NO</b>	
Are there any health and safety issues at, or near the site which the Inspector would need to take into account when visiting the site? <i>*If yes, please explain in your grounds of appeal(section H)</i>			
	<b>YES</b>	<b>NO</b>	
Could the Inspector see the relevant parts of the appeal site sufficiently to judge the proposal from public land?			
Is it essential for the Inspector to enter the site to check measurements or other relevant facts? <i>* If the answer is 'YES' please explain below</i>			

**NOTE: The Inspector will usually visit the site unaccompanied by either party. However, if the relevant part of the site cannot be seen from a road or other public land, or it is essential for the Inspector to enter the site to check measurements or other relevant facts, we will contact you to arrange access for the Inspector.**

## E. DESCRIPTION OF THE DEVELOPMENT

Please enter details of the proposed development. This should normally be taken from the planning application form, but if the application was revised while it was with the local planning authority for consideration, you may enter a description of the revised scheme. Please enclose a copy of the LPA's agreement to the change.

Area of floor space of proposed development (in square metres)		
	<b>YES</b>	<b>NO</b>
Has the description of the development changed from that entered on the application form?		
Is flooding an issue?		
Does the development affect the setting of a listed building?		
Is the appeal site within an Area of Outstanding Natural Beauty?		
Does the site lie within a conservation area?		
Does the site lie within a green belt/green wedge?		

## F. REASON FOR THE APPEAL

This appeal is against the LPA's decision to:

Please tick which applies



1.	Refuse planning permission	<input type="checkbox"/>
2.	refuse an application to vary or remove a condition attached to a previous permission	<input type="checkbox"/>

## G. OTHER APPEALS

If you sent other appeals for this or nearby sites to us and these have not been decided, please give details and our reference numbers.

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## H. FULL STATEMENT OF CASE

This is your **only** opportunity to make your case against the LPA's decision to refuse planning permission or to refuse an application to vary or remove a condition attached to a previous permission. Therefore please provide your **FULL** statement of case. Please refer to our Procedural Guide for Wales for further information.

*Please continue on a separate sheet if necessary*

## I. COSTS APPLICATION

	YES	NO
<b>Do you intend to submit a costs application with this appeal?</b> <i>If yes, please provide your full case below</i>		
<b>Please continue on a separate sheet if necessary</b>		

## J. APPEAL SITE OWNERSHIP CERTIFICATES (PART 1)

We need to know who owns the appeal site. If you do not own the appeal site or if you own only a part of it, we need to know the name(s) of the owner(s) or part owner(s). We also need to be sure that any other owner knows that you have made an appeal.

**YOU MUST TICK WHICH OF THE CERTIFICATES APPLIES.**

Please read the guidance leaflet 'How to complete your planning appeal form' if in doubt.

only

Please tick **ONE** box



**CERTIFICATE A** (If you are the sole owner of the whole appeal site, certificate A will apply)

I certify that, on the day 21 days before the date of this appeal, nobody except the appellant, was the owner (see the guidance leaflet for a definition) of any part of the land to which the appeal relates

**OR**

### **CERTIFICATE B**

I certify that the appellant (or the agent) has given the requisite notice (see the guidance leaflet) to everyone else who, on the day 21 days before the date of this appeal, was the owner (see the guidance leaflet for a definition) of any part of the land to which the appeal relates, as listed below:

<b>Owner's Name</b>	<b>Date the notice was served</b>

*Please supply owner's address(es) on personal details page*



### **CERTIFICATES C and D**

If you do not know who owns all or part of the appeal site, complete either Certificate **C** or Certificate **D** at Annex 1, how to complete your appeal.

**J. APPEAL SITE OWNERSHIP DETAILS (Part 2) – AGRICULTURAL HOLDINGS CERTIFICATE** (*this must be completed for all appeals*)

We also need to know either the appeal site forms part of an agricultural holding.

Please tick either (a) or (b).



<b>a</b>	None of the land to which the appeal relates is, or is part of, an agricultural holding	
<b>bi</b>	The appeal site is, or is part of an agricultural holding, and the appellant is the <b>sole</b> agricultural tenant	
<b>bii</b>	The appeal site is, or is part of, an agricultural holding and the appellant (or the agent) has given the requisite notice to every person (other than the appellant) who, on the day 21 days before the date of the appeal, was a tenant of an agricultural holding on all or part of the land to which the appeal relates as listed below:	

Tenant's Name	Date the notice was served

*Please supply Tenant's address(es) on personal details page*

**K. ESSENTIAL SUPPORTING DOCUMENTS**

The documents listed in 1–3 below, **must** be sent with your appeal form; 4- 5 must also be sent if appropriate. If we do not receive all your appeal documents by the end of the 6 month appeal period, we will not deal with it.

*Please tick the boxes to show which documents you are enclosing.*



<b>1</b>	A copy of the <b>planning application</b> which was sent to the LPA which has given rise to this appeal	
<b>2</b>	Any other plans, documents or drawings relating to the application which were not sent to the LPA, except any plans documents or drawings relating to amendments to the application proposed after the LPA have made their determination	
<b>3</b>	A copy of the <b>LPA's decision notice (if issued)</b>	
<b>Copies of the following must also be sent, if appropriate:</b>		
<b>4</b>	Any relevant <b>correspondence</b> with the LPA.	

## Personal Details

Personal Details on this page will not be made publicly available

### 1. APPELLANT PERSONAL DETAILS

Address	
Postcode	
Daytime Telephone	
Fax	
E-mail	

	E-mail	Post
<b>I prefer to be contacted by</b>		

	English	Welsh
<b>Language Preference</b>		

### 2. AGENT PERSONAL DETAILS (if any)

Address	
Postcode	
Daytime Telephone	
Fax	
E-mail	

	E-mail	Post
<b>I prefer to be contacted by</b>		



**Personal Details (continued)** (these will not *be made publicly available*)

**3a. APPEAL SITE OWNERSHIP DETAILS**

Tenant's Name	Address at which Notice was served

**3B. AGRICULTURAL HOLDINGS CERTIFICATE (Tenant details)**

Tenant's Name	Address at which Notice was served



The gathering and subsequent processing of the personal data supplied by you in this form, is in accordance with the terms of our registration under the Data Protection Act 1998. Further information about our Data Protection Policy can be found on our website under "Privacy Policy" ([http://planninginspectorate.wales.gov.uk/privacy\\_policy](http://planninginspectorate.wales.gov.uk/privacy_policy))

**PLEASE SIGN BELOW (signed forms with all supporting documents must be received by us within the 12 week time limit)**

I confirm that I have sent a copy of this appeal form and all relevant documents to the LPA (if you do not your Appeal will not normally be accepted)

I confirm that all sections have been fully completed and that the details of the ownership are correct to the best of my knowledge.

I understand that you may use the information I have given for official purposes in connection with the Town and Country Planning Act 1990 and details including my name, the site description and my grounds of appeal will appear on the Planning Portal. By submitting this form I am agreeing to the use of the information I provide in this way.

Signature:

Name (in capitals)

Date

On behalf of (if applicable)

**SEND**

**1 COPY to us at:**

The Planning Inspectorate  
Crown Buildings  
Cathays Park  
CARDIFF  
CF10 3NQ

E-mail: [wales@pins.gsi.gov.uk](mailto:wales@pins.gsi.gov.uk)

Helpline: 0303 444 5940

**1 COPY to the LPA**

Send a copy of the appeal form and full statement of case to the address from which the decision notice was sent (or to the address shown on any letters received from the LPA).

There is no need to send them all the supporting documents again; only send them any supporting documents not previously sent as part of the application.

**Please keep a copy for your records**

**When we receive your appeal form, we will write to you letting you know if your appeal is valid, who is dealing with it and what happens next.**

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Information Policy Team, The National Archives, Kew, London TW9 4DU, or e-mail:

[psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk). Any enquiries regarding this document/publication should be sent to us at the address above or e-mail: [wales@pins.gsi.gov.uk](mailto:wales@pins.gsi.gov.uk).