



The Planning Inspectorate
Yr Arolygiaeth Gynllunio

The Planning Inspectorate

Appeals under section 30 of the Countryside Rights of Way Act 2000 in connection with the exclusion or restriction of access to land

A guide for Appellants

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Appeals against the decision of a relevant authority not to exclude or restrict access to land

Chapter two of the Countryside and Rights of Way Act 2000 (otherwise referred to in this booklet as **the Act**) contains measures to restrict or exclude access to areas of open country and registered common land mapped by Natural Resources Wales. In the first instance applications to restrict access to land should be made to the Relevant Authority (RA). This can be Natural Resources Wales, or where the land falls within a National Park, the National Park Authority.

Section 30 of the Act makes provision for an applicant to appeal to the Planning Inspectorate if the RA has decided not to act in accordance with an application to restrict or exclude access for the purposes of land management, fire or danger to the public.

In addition, where a relevant authority has already issued a direction to exclude or restrict access following an application by an interested person, they must consult that person (or whoever has taken over their interest in the land) before revoking or varying a direction. If the interested person makes representations to the RA and the RA decides not to act in accordance with those representations, the interested person has the right to appeal.

Any appeals that are made will be decided by the Planning Inspectorate on behalf of the Welsh Ministers.

This guidance explains the procedure for appealing against the decision of the relevant authority not to exclude or restrict access to land or where the relevant authority should have acted in accordance with the representation(s) made by a person interested in the land, it has not done so. The information it contains was correct when it was published, but it has no legal status.

About the Planning Inspectorate

We are an agency of the Welsh Government and the Department for Communities and Local Government. From our office in Cardiff, we deal with appeals against the refusal of the relevant authority in Wales not to restrict or exclude access to land for the purposes of land management, fire and danger or nature conservation and heritage preservation or not to have acted in accordance with the representation(s) made by a person interested in the land. From our office in Bristol we deal with similar appeals for land in England.

The Inspectors, who judge the appeals, have a variety of backgrounds. We choose the Inspectors very carefully and train them thoroughly. They generally work from home.

When our office staff gets your appeal form, they will collect all the information about your case. If you have any questions about your appeal you can contact your case officer. We will give you their name and phone number. Just before the site visit, hearing or inquiry, the case officer will send your appeal papers to the Inspector, who will study them. After visiting the site, or holding a hearing or inquiry, the Inspector writes the decision. Your case officer will send the decision to you.

1. Whether to appeal

Do I have the right to appeal?

Only people with a legal interest in the land mapped by Natural Resources Wales' provisional or conclusive maps as open country or registered common land can appeal. To have a legal interest in the land means that you:

- are the landowner or tenant;
- hold rights of common or sporting rights; or
- have any other interest in the land, such as a grazing licence or a private right of way.

Details of an interest in the land is provided in section 45(1) of the Act. If you are not sure whether you have an interest, you should contact a legal adviser, Citizen's Advice Bureau, or an organisation that represents land managers.

Grounds of Appeal

Your grounds of appeal made on the appeal form are your representations for your case. It is important that you set them out clearly. You need to explain why you disagree with the RA's decision. You should deal with each one of the RA's reasons for turning down your application. It is not enough to just say that you don't accept the RA's reasons. If you do not give your grounds of appeal, your appeal may not be valid. If there is anything else you want us to consider, you should tell us clearly but briefly. The RA can then comment on these issues when they make their statement.

If your appeal is about the RA not giving you a decision on an application, or if you are unhappy about the nature of exclusion/restriction that has been granted, you should say in your grounds of appeal why you think your proposal should be allowed.

If we consider that any of your representations contain racist or abusive comments, we will send them back to you before the Inspector sees them. If you take out the racist or abusive comments, you can send your comments back to us. But we must receive them before the time limit ends.

2. How and when do I make an appeal?

An appeal must be made within the **appeal period**. This is six weeks from the date of the decision that gave rise to the appeal or, where that decision is a decision to give a direction, from the date of that direction.

The appeal must be made on a standard appeal form that you can obtain from our website at www.planning-inspectorate.gov.uk/accesswales/wal/index.htm. Or if you contact us at the address given below we will send you a set of appeal forms:

The Planning Inspectorate
The Access Mapping and Restriction Team
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

Tel: 0303 444 5940

E-Mail: Wales@planninginspectorate.gov.uk

You should fill out two copies of the appeal form. One is for us and the other is for you to keep.

Please remember the six week time limit. If we receive it after that date we won't be able to deal with it.

Choice of Procedure

Appeals dealt with by the Planning Inspectorate follow three types of procedure:

- Written representations;
- Hearing; or
- Inquiry

You should think carefully about the most suitable type of procedure for your appeal. Although the deadlines for the submission of evidence are very similar, the appeal events themselves differ greatly. This means that an appeal being decided through the inquiry procedure will normally take longer for the Inspector to decide and will involve more time and expense in its preparation.

Whichever procedure we decide, the Inspector will normally visit the site before making a decision.

When you are deciding what procedure to use, you should take into account the following points:

- The result of the appeal will always depend on its merits;
- The written procedure is normally quicker and cheaper;
- A hearing is an informal way to give evidence. Formal cross-examination is not usually allowed;
- You or the RA can ask to be heard, but we will decide which procedure is best for your appeal; and
- Costs can be awarded in cases dealt with through hearings or inquiries. There is more information about this in section six.

To avoid the possibility of extra cost and to get a decision as quickly as possible the written method is best. Most people only ask for a hearing or inquiry if they think it is absolutely necessary.

Is anyone else involved?

We will publish a notice of every appeal on our website. We also need to write to a number of organisations that have an interest in countryside issues and anyone else who has made comments to the RA about your application.

This will give an opportunity for other people or groups (otherwise known as 'interested persons') to make comments on your proposals. Interested persons can also participate at hearings or inquiries with the permission of the Inspector.

You and the RA will be able to comment on the representations of interested persons later in the process.

Please be aware that all the evidence we receive will be displayed on our website and can be inspected and copied at the offices of the RA and our own. You should, therefore, not include personal information unless you are happy for it to be seen by others.

Time limits for sending your appeal

If you are going to appeal, we must receive all your documents within six weeks of the date of the decision that gave rise to the appeal or, where that decision is a decision to give a direction, from the date of that direction.

You should decide as soon as possible if you are going to appeal. We must receive all the documents supporting your appeal within the time limit; otherwise we will not take any action on your appeal.

We cannot normally accept a late appeal. We will only do so in exceptional circumstances.

The time and money involved

You do not have to pay for making the appeal, but you will have to pay your own expenses. The overall cost of your appeal will depend on whether you employ professional advisers or representatives. The more complicated the appeal, the more time your representative will have to spend working on your appeal.

Most appeals dealt with by the Planning Inspectorate will be decided by exchanges of written statements and information. The written procedure is less complicated than the other procedures and is the quickest and normally the cheapest. The other methods of dealing with appeals are through hearings or inquiries. We will tell you more about the different methods later in this guide.

Sometimes, when there is a hearing or an inquiry or we have arranged one, one party may be required to pay the other party's costs, as well as their own. More detail is given in section six of this guidance.

Video and audio evidence

We cannot accept video or audio evidence for appeals dealt with by written exchanges. This is because we cannot be certain that everyone involved in the appeal will have suitable equipment to play the evidence, or that identical copies have been sent to everyone. You can send a written summary of the content of the video or audio evidence, including still photographs, to us and the RA with your appeal documents.

At a hearing or inquiry, the Inspector will decide whether to consider any video or audio evidence. The Inspector will let you know their decision when the hearing or inquiry opens. You must contact the RA to find out whether they have suitable equipment to use at the hearing or inquiry, or if they will allow you to use your own.

Welsh Language

The Planning Inspectorate delivers an equally high standard of service to its customers in Welsh and English.

We recognise that our customers can express their views better in their preferred language of communication. Accordingly, we welcome communications to us in Welsh or English.

Any person wishing to speak at an inquiry or a hearing in the Welsh language, may do so, but it would be helpful if you could inform The Planning Inspectorate beforehand so that arrangements can be made.

If you want your appeal procedure dealt with through the medium of Welsh please let us know and we can make the necessary arrangements.

Checklist

- Before you send the appeal form to us, you should make sure that you have included:
- A statement confirming your interest in the land;
- Sufficient description of the land which is the subject of the appeal to enable us to identify the land in question;
- A copy of a 1:10,000 Ordnance Survey map or an extract from it showing clearly the boundaries of the land;
- Your name, address and postcode;
- Enough information for the Inspector and the Relevant Authority to understand your reasons for appealing.
- Whether you want to be heard or not.

Remember, if we do not receive all your appeal documents within the six week time limit, we will not normally deal with your appeal.

Withdrawing your appeal

You can withdraw your appeal at any time before a decision is issued. If you decide you want to withdraw your appeal you should phone the case officer straight away and then write to confirm the withdrawal, giving the appeal reference number. You should also tell the relevant authority immediately. This is especially important if we have arranged for a hearing or inquiry to take place. If you unreasonably withdraw your appeal after we have written to tell you the hearing or inquiry date, you may have to pay the costs of the

other people involved. Section six has more information about costs.

Timetable for appeals

There are important time limits to keep to when you send us comments on your appeal. They apply to the RA as well. When we have accepted your appeal we must wait for 35 days from the date we send a copy of your appeal form to the RA. Once this has happened we will write to you confirming which procedure it will follow. Our letter will also tell you the 'starting date'. This is an important date because it starts the timetable for us receiving comments from you and the RA, and tell you about the time limits. **If we receive comments after any of the time limits, we will not normally take them into account and we will send them back.**

The following timetable and stages apply to all appeals, whatever procedure is used.

Six weeks after the starting date, you and the RA can send a statement of case. We will send you and the RA a copy of what the other has sent and any comments from interested persons (if we have received them in time).

Nine weeks after the starting date, you and the LPA can send us any comments on each other's statement and comments from interested persons.

Some other stages apply if your appeal is being dealt with at a hearing of inquiry. These are explained in sections four and five.

3. The written procedure

The timetable for the written procedure is designed to make the appeal proceed quickly and fairly. Everyone involved in the appeal should keep to the timetable or we may not consider their comments.

The grounds of appeal, set out on the appeal form, make up your case. If you do not give them to us, or if we think your grounds are inadequate, we will ask you for more details. If we don't receive them in time we will not deal with your appeal.

The regulations say that the RA must fill in a questionnaire and send it to you and us with documents to support their decision. These documents include:

A statement containing an indication as to whether it will oppose the appeal and, if so, its grounds for doing so;

Copies of any relevant correspondence between the appellant and the RA;

Copies of any representations made to the RA by any person other than the appellant in respect of the decision on the part of the RA to which the appeal relates.

Within six weeks of the starting date we must receive two copies of any additional comments you or the RA, want to make. We will send a copy of your comments to the RA and send you a copy of anything they send us. We will also send you any comments from interested persons.

Within nine weeks of the starting date, you and the RA can send us any comments on each other's statement and on those representations made by interested persons. Your comments should relate to these matters only, and not include any more new evidence. If we receive these outside the time limit, we will not normally consider them.

You do not need to comment just for the sake of it.

Late Comments

We expect everyone involved to keep to the timetable. If we receive comments from you, the RA or interested persons after the time limit ends, the Inspector will not normally consider them when deciding your appeal. If the Inspector asks for more information from you or the RA, we will send a copy of that information to you or the RA. We will allow time for comment.

The site visit

You may accompany the Inspector when he visits the site. When deciding whether to accompany the Inspector you should bear in mind that the Inspector will be unable to accept evidence or discuss the appeal. The Inspector may, however ask you to point out physical features referred to in your written evidence. This rule will be strictly observed by Inspectors.

Should you raise points of evidence during the visit, the Inspector will ask you not to do so and explain why. If you continue to discuss the evidence it is possible that the Inspector will stop the visit and leave the site.

If you decide that you want to accompany the Inspector we will notify the RA of the date, time and meeting point so that they have an opportunity to attend (even if they choose not to).

4. The hearing procedure

If you or the RA do not agree to the written procedure, there will be a hearing or inquiry instead. A hearing is a discussion about the appeal led by the Inspector. It is more informal and usually quicker than an inquiry and gets the parties to focus upon the main issues of disagreement. We expect most hearings to be completed within an hour and a half.

Hearings are not always suitable for all appeals, especially those which are complicated or controversial, or have caused a lot of local interest or where it is necessary to cross-examine witnesses.

Like other procedures, there are important time limits for us to receive your comments. The Inspector will not normally consider any comments we receive after the time limit ends, and we will send them back.

The timetable and stages of the appeal leading up to the hearing are the same as the written procedure and are explained in section three.

Notice of the hearing

Unless a shorter period of notice is agreed with you and the RA we will give at least four weeks notice of the arrangements for a hearing.

We have a duty to decide all appeals as efficiently and cost-effectively as possible whilst giving equal opportunities to all parties. However, we have limited time to deal with appeals received. For this reason you and the Authority will only be able to refuse one date offered for the hearing. If you refuse the first date, we will choose an alternative. We will do our best to avoid any inconvenient dates you tell us, but because of the limited time we have to determine appeals we cannot guarantee that we will be able to find a more convenient day. If you are unable to attend on the date fixed for your hearing, you should consider sending somebody to present your case for you.

We must also notify any interested person so that they may attend if they wish to. At a hearing interested persons have no right to speak, but may be heard at the discretion of the Inspector.

After the hearing

The Inspector will make a visit to the appeal site and will ask if you and the RA wish to accompany him/her. The site visit may take place on the day of the hearing but may be shortly after. You may accompany the Inspector when he/she visits the site. When deciding whether to accompany the Inspector you should bear in mind that the Inspector will be unable to accept evidence or discuss your appeal (unless he/she has adjourned the hearing to the site). The Inspector may, however, ask you to point out physical features referred to in your evidence. This rule will be strictly observed by Inspectors.

If the RA decide not to attend the site visit, it is essential that the visit does not allow you to gain an unfair advantage. Should you raise points of evidence during the visit, the Inspector will ask you not to do so and explain why. If you continue to discuss the evidence it is likely that the Inspector will stop the visit and leave the site.

After the site visit has taken place the Inspector will give a written decision based on the evidence before him/her. When making his/her decision the Inspector will, in all but exceptional circumstances, disregard any written representations, evidence or any other document received after the hearing has closed.

People with disabilities

We want to hold all hearings in buildings that give proper facilities for people with disabilities. The RA will choose and provide the place and we have asked them to pay particular attention to the needs of people with disabilities. If you, or anyone you know, want to go to the hearings and you have particular needs, please contact the RA to confirm they can make proper arrangements.

5. The inquiry procedure

This is the most formal and demanding of the three procedures. We consider that public inquiries will only be required for appeals involving very complex or numerous issues.

The early stages of an appeal following the inquiry procedure are very similar to those for hearings and written representations appeals. But there are some more things you and the RA will have to do.

We hold an inquiry if you or the RA decide that you want to be heard and we decide that a hearing is unsuitable. Sometimes we decide that an inquiry is necessary. If we do we will give you reasons for the decision. We will do the following for all inquiry cases:

- Tell you and the RA that there will be an inquiry. Our letter will set the starting date and explain what you will have to do.
- Set a date for the inquiry.
- Appoint a suitable Inspector. We might have to transfer the case to another Inspector, sometimes at short notice, but we will tell you about any change.

We will fix the inquiry date as early as possible. We will contact you and the RA about the arrangements. The date of the inquiry should be within 22 weeks of the start date. You and the RA can normally refuse one date before we arrange the inquiry. You are entitled to at least 28 days' notice, in writing, of the inquiry arrangements. But if the appeal is urgent, or if a cancellation releases an early date, we might ask you to accept less notice.

Exchanging written statements

You and the RA must send us two copies of the case (together with any other documents) you each intend to make at the inquiry. We must receive these within six weeks of the starting date. The statement and accompanying documents will be available for the public to look at.

We will send a copy of the RA's statement to you and a copy of your statement to them. We will also send you and the RA a copy of any comments from interested persons and anyone else who has a right to comment. You and the RA can make written comments on these.

If you, or any of your witnesses, have a statement that is going to be read out at the inquiry (a 'proof of evidence'), we must receive two copies at least four weeks before the inquiry. The RA must do the same. We will send a copy of your proof of evidence to the RA and a copy of theirs to you. If the statement is more than 1,500 words long there should also be a summary. The summary should reflect the content of the proof and should not introduce new evidence. Where a summary is provided, usually only that will be

read at the inquiry. If you or the RA don't do this, the inquiry may be stopped for a time and you or the RA may have to pay costs.

Statement of common ground

You must discuss all the points about your appeal that you and the RA agree. At least four weeks before the inquiry date you must send us a written copy of what you have both agreed. This is called a 'statement of common ground'.

Advertising the inquiry

We will tell your local authority, the relevant local access forum and any people who have written to us about the arrangements for the inquiry.

At the inquiry

The Inspector will start by introducing him or herself, announce the subject of the inquiry and ask for the names of all those who wish to speak. The Inspector will then normally explain the procedure.

Everyone who takes part in the inquiry must follow the same rules. This is to make sure that the procedure is fair to everyone. The Inspector will make sure that he has all the information needed to decide the appeal.

The RA will usually present their case first, then call any witnesses. You and the Inspector can ask questions. You will then present your case in the same way, and the RA and the Inspector can ask you and your witnesses any questions they have.

If you do not own all the appeal site, the other owners can also speak and question the witnesses. After this, other interested persons – for example, neighbours or representatives of local access forums – will usually have a chance to put their point of view. The Inspector may allow them to be questioned or to question you, and will make sure that you and the RA, have seen any letters from interested persons or groups who can not be there in person. You, and the RA, have the right to make a closing statement. You, the appellant, will usually speak last. This allows you to tell the Inspector about the important points that have come up during the questions. But you cannot introduce new arguments.

The inquiry site visit

The Inspector will usually visit the appeal site and surroundings alone, before the inquiry starts. Both you and the RA can ask the Inspector to visit the site during the inquiry, or after the inquiry has finished, and to be there or represented. During the site visit, the Inspector will ask you and the RA if there is anything about the appeal site that you want to point out. But you cannot say anything about the merits of the appeal.

Late comments

The Inspector will only consider any evidence we receive after the inquiry has closed in extraordinary circumstances. If we get new evidence after the inquiry but before we issue the Inspector's decision, we will pass it to the Inspector to decide if he/she will consider it. If, in very unusual circumstances they do, we will pass it on to the other people who were involved in the inquiry. If necessary, we will re-open the inquiry.

People with disabilities

We want to hold all inquiries in buildings that give proper facilities for people with disabilities. The RA usually choose and provide the place and we have asked them to pay particular attention to the needs of people with disabilities. If you, or anyone you know, want to go to the inquiry and you have particular needs, please contact the RA to confirm they can make proper arrangements.

Meetings before an inquiry

Sometimes, if a lot of people want to go to the inquiry or the appeal is complicated, we will arrange a meeting before the inquiry (a pre-inquiry meeting). We will tell you if we decide to do this, and will explain what the meeting will cover. We normally arrange this type of meeting if we think the inquiry will last for more than eight days.

This type of meeting will only deal with things like the order in which you, the RA and any other people will present their evidence. You cannot discuss your appeal representations at this meeting.

6. Appeal Costs Awards

You and the RA normally have to pay your own expenses for your appeal, whether we decide it by the written procedure, a hearing or an inquiry.

If the appeal is to be decided by a hearing or an inquiry, you can ask the Inspector to order the RA to pay all or some of your costs. The RA can also ask for you to pay some or all of their costs. The Inspector will only do this if the person applying can show that the other side behaved unreasonably, and put them to unnecessary or wasted expense.

For further information on the rules relating to costs, please see Welsh Office Circular 23/93 on website <http://www.legislation.gov.uk/>, or on the Planning Portal at <http://www.planningportal.gov.uk/planning/appeals/guidance/costs>

7. The Inspector's decision

The Inspector will write to you with his or her decision. It will usually:

- briefly describe the reason for the appeal;
- identify the important issues; and
- examine the main arguments for and against your appeal and explain why the Inspector has come to the decision.

We will send a copy of the decision to you, the RA and anyone else who is entitled to a copy or who asked for one. The decision will be placed on our website for at least six months from the date of the decision.

8. Feedback, complaints and challenges

We are always looking for ways to improve our performance and if you have asked to be notified of the inquiry date or have asked for a copy of the decision, you will be sent a feedback form to complete.

22.2 If you wish to make any comments (whether praise or a complaint); have questions about the decision; or the way we have handled the appeal, you can complete an online comments form found on the Welsh site of the Planning Portal at <http://www.planningportal.gov.uk/planning/planninginspectorate/customerfeedback/feedback> and e-mail it to our complaints officer. Alternatively, you can write to or e-mail the complaints officer at:

The Complaints Officer
The Planning Inspectorate
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

Phone: 0303 44 5940

E-mail: wales@planninginspectorate.gov.uk

We will investigate your complaint and you can expect a full reply within 20 working days. In some cases where the issues raised are complex, a more detailed investigation will be needed, and we will often have to get the views of those involved with the appeal. This may mean that we cannot reply to you as quickly as we would like.

However, we cannot reconsider an appeal if a decision has already been given on it. This can only happen if the decision is successfully challenged in the High Court.

How can I challenge a decision?

You may be able to challenge the decision by way of judicial review in the High Court. The Inspectorate strongly recommends that you seek legal advice if you intend to do so.

Public Services Ombudsman for Wales

If you think that we have not treated you fairly, you can ask the Ombudsman to investigate. The Ombudsman has no power to question the merits of your appeal or to alter the decision. The Ombudsman is only concerned with the way we deal with and administer appeals. The Ombudsman will usually expect you to have made a complaint to us first before investigating your case. You can complain to the Ombudsman at:

Public Services Ombudsman for Wales
1 Ffordd yr Hen Gae
Pencoed
CF35 5LJ

Phone: 0845 601 0987

Fax: 01656 641199

E-mail: ask@ombudsman-wales.org.uk

Website : www.ombudsman-wales.org.uk

The Council on Tribunals

If you feel that there was something wrong with the basic procedure we used for your appeal, you can complain to the Council on Tribunals at:

Council on Tribunals
22 Kingsway

London
WC2B 6LE

The Council will take up your complaint if they think it concerns them. Like the Ombudsman, they are not concerned with the merits of your appeal and have no power to alter the decision.

Appeals in England

If you want to appeal against the refusal of a relevant authority to restrict or exclude access to areas of open country and registered common land at a site in England, please contact the English Access and Restriction Team at;

The Environment Appeals Team
Room 3/25 Hawk Wing
Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN

Telephone: 0303 444 5584
or e-mail it to: environment.appeals@planninginspectorate.gov.uk

9. How we use your personal information

If you participate in an enforcement appeal or a lawful development certificate appeal, then the type of personal information contained in your representations will normally include your name, contact details and any other personal information you choose to provide.

We use the information provided to process the appeal, and this includes making your written representations available to the appellant, local planning authority and other statutory parties.

We publish appeal documents and representations, including names and addresses, on the Planning Portal. Phone numbers, fax numbers and e-mail addresses are removed before publication. We also publish the Inspector's decision.

The guidance in this leaflet explains the appeal process in more detail and you are advised to read this leaflet before providing any representations. For further details please see our privacy statement:

www.planningportal.gov.uk/planning/appeals/online/about/privacystatement

If you have any queries about our use of your personal information please contact us at the address below.

Contacting us

To contact us about a particular appeal you should contact the Case Officer – the LPA should have given you their details. For general enquiries our contact details are:

The Planning Inspectorate
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

Tel: 0303 444 5940

E-mail: wales@planninginspectorate.gov.uk

Appendix one - The Written Procedure

Timetable	You	RA	Interested Persons
<p>Appeal is made (within the six week time limit). At the end 35 days from when we send your appeal documents to the RA, we will set a starting date and tell any interested persons that you have appealed.</p>	<p>You send your appeal form and supporting documents to us. Your grounds of appeal should make up you full case</p>		
<p>Within two weeks of receiving the appeal</p>	<p>You receive from the RA a filled-in questionnaire and any supporting documents</p>	<p>The RA send you and us a filled-in questionnaire and supporting documents.</p>	
<p>Within six weeks from the starting date (We will not normally accept late statements. Instead, we will return them to you.)</p>	<p>You send us two copies of any further statement. This should relate only to issues raised by the questionnaire and any supporting documents.</p>	<p>The RA send us two copies of any further statement.</p>	<p>Interested persons send us any comments</p>
<p>Within nine weeks from the starting date (We will not normally accept late comments. Instead, we will return them to you.)</p>	<p>You send us two copies of your final comments on the RA's statement and on any comments from interested persons.</p>	<p>The RA send us two copies of their final comments on your statement and on any comments from interested persons.</p>	

Decision

After the site visit, the Inspector writes the decision. We will send a copy of the decision notice to you, the RA, and anyone else who asks us for a copy.

Appendix two - The Hearing Procedure

Timetable	You	RA	Interested Persons
<p>Appeal is made (within the six week time limit). At the end 35 days from when we send your appeal documents to the RA, we will set a starting date and tell any interested persons that you have appealed.</p>	<p>You send your appeal form and supporting documents to us. Your grounds of appeal should make up you full case</p>		
<p>Within two weeks of receiving the appeal</p>	<p>You receive from the RA a filled-in questionnaire and any supporting documents</p>	<p>The RA send you and us a filled-in questionnaire and supporting documents.</p>	
<p>Within six weeks from the starting date (We will not normally accept late statements. Instead, we will return them to you.)</p>	<p>You send us two copies of your hearing statement.</p>	<p>The RA send us two copies of their hearing statement.</p>	<p>Interested persons send us any comments</p>
<p>Within nine weeks from the starting date (We will not normally accept late comments. Instead, we will return them to you.)</p>	<p>You send us two copies of your final comments on the RA's statement and on any comments from interested persons.</p>	<p>The RA send us two copies of their final comments on your statement and on any comments from interested persons.</p>	<p>Interested persons can attend the hearing and, if the Inspector agrees, give their views</p>

Decision

After the hearing, the Inspector writes the decision. We will send a copy of the decision notice to you, the RA, and anyone else who asks us for a copy.

Appendix three - The Inquiry Procedure

Timetable	You	RA	Interested Persons
Appeal is made (within the six week time limit). At the end 35 days from when we send your appeal documents to the RA, we will set a starting date and tell any interested persons that you have appealed.	You send your appeal form and supporting documents to us. Your grounds of appeal should make up you full case		
Within two weeks of receiving the appeal	You receive from the RA a filled-in questionnaire and any supporting documents	The RA send you and us a filled-in questionnaire and supporting documents.	
Within two weeks from the starting date (We will not normally accept late statements. Instead, we will return them to you.)	You send us two copies of your inquiry statement. This should relate only to issues raised by the questionnaire and any supporting documents.	The RA send us two copies of their inquiry statement.	Interested persons send us any comments
Within nine weeks from the starting date (We will not normally accept late comments. Instead, we will return them to you.)	You send us two copies of your final comments on the RA's statement and on any comments from interested persons.	The RA send us two copies of their final comments on your statement and on any comments from interested persons.	
Four weeks before the inquiry (We will not normally accept late proofs of evidence. Instead, we will return them to you.)	You send us two copies of your proof of evidence and one copy of the statement of common ground	The RA send us two copies of their proof of evidence. The RA.	Interested persons may attend the inquiry, and, if the Inspector agrees, give their views.

Decision

After the inquiry, the Inspector writes the decision. We will send a copy of the decision notice to you, the RA, and anyone else who asks us for a copy.