



The Planning Inspectorate  
Yr Arolygiaeth Gynllunio

## **The Planning Inspectorate**

Appeals against a notice issued under section 36(3) or  
37(1) of the Countryside Rights of Way Act 2000.

A guide for Appellants

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## **Appeals against a notice issued by a relevant authority requesting that works be carried out to give the public reasonable access to an area of access land.**

Chapter three of the Countryside and Rights of Way Act 2000 (otherwise referred to in this booklet as **the Act**) contains measures for a relevant authority to issue a notice requesting that works be carried out to give the public reasonable access to an area of access land. The relevant authority can be the Countryside Council for Wales (CCW), or where the land falls within a National Park, the National Park Authority. If the land has been dedicated to the care of the Forestry Commission and is predominantly woodland, the Commissioners will deal with any access issues.

A notice can be issued when an agreement has been made with the owner of the land as to the carrying out of such works, but the owner has failed to fulfil the agreement. They can also be issued where no agreement can be reached and the Relevant Authority (RA) are stating their intention to carry out the necessary works.

Section 38 of the Act makes provision for an owner or occupier of access land to appeal to the Planning Inspectorate against such notices. Appeals can be made against a notice under section 36(3) if the works requested in the notice are not necessary to fulfil the agreement, if the works have already been carried out or if the amount of time given by the RA for completion of the works is not long enough. Appeals against a notice under section 37(1) can be made when the works requested in the notice are not necessary to allow the public reasonable access to the land, when the owner or occupier feels that the means of access should be provided elsewhere or by other means and if any of the works have already been carried out.

Any appeals that are made will be decided by the Planning Inspectorate on behalf of the National Assembly for Wales.

This guidance explains the procedure for appealing against the issue of a notice under section 36(3) or section 37(1) of the Countryside and Rights of Way Act 2000. 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 National Assembly for Wales and the Office of the Deputy Prime Minister. From our office in Cardiff, we deal with appeals against notices issued under sections 36(3) and 37(1) of the Act. 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 who have been served by the Relevant Authority with a notice under section 36(3) or section 37(1) of the Act can appeal.

### ***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 notice. It is not enough to just say that you do not 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 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 the period specified for completion of works in the notice that gave rise to the appeal.

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](http://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

You should fill out three copies of the appeal form. One is for us, one is for the RA and the other is for you to keep.

**Please remember the time limit specified in the notice. 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 the Local Access Forum and any other parties that we know have an interest or have made comments to the RA about the notice.

This will give an opportunity for other people or groups (otherwise known as 'interested persons') to make comments on your appeal. 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 the time limit specified in the notice that gave rise to the appeal.

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 ownership / occupancy of 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 time limit specified in the notice, 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 a questionnaire to come back to us from 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 RA 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 do not 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 the RA, 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 available from the Stationery Office, telephone number 0870 600 5572 or their website [www.hmsso.gov.uk](http://www.hmsso.gov.uk), or on the Inspectorate's website [www.planning-inspectorate.gov.uk/cymru/wal/index\\_e.htm](http://www.planning-inspectorate.gov.uk/cymru/wal/index_e.htm)

## **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. Complaints and Challenges**

### ***Complaints about us***

If you have any complaints or questions about the decision, or the way we have handled the appeal, please write to:

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

Phone: 029 2082 3889

Fax: 029 2082 5150

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

The Complaints Manager will reply to you, or they will ask a section within the Inspectorate to reply because they have specific specialist knowledge.

We will investigate your complaint and you can expect a full reply within three weeks. **However, we cannot reconsider an appeal if the decision has already been made on it.**

### ***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.

### ***The Welsh Administration Ombudsman***

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:

The Welsh Administration Ombudsman  
Fifth Floor  
Capital Tower  
Greyfriars Road

Cardiff  
CF10 3AG

### ***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 a notice issued with regard to a site in England, please contact the English Access and Restriction Team at;

English Access and Restriction Team  
Room 215  
Regus House  
1 Friary  
Temple Quay  
Bristol BS1 6EA

Phone: 0117-344 5680 or 5738

Fax: 0117-344 5242 E-mail: [access@pins.gsi.gov.uk](mailto:access@pins.gsi.gov.uk)

## **9. How we use your personal information**

If you participate in an appeal against a notice issued under section 36(3) or 37(1) of the Countryside and Rights of Way Act 2000, 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, the relevant authority and other statutory parties.

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

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/privacysatement](http://www.planningportal.gov.uk/planning/appeals/online/about/privacysatement)

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

### **Further information**

Further information about our privacy policy is on the Planning Portal at [www.planningportal.gov.uk/planning/appeals/online/about/privacysatement=wa](http://www.planningportal.gov.uk/planning/appeals/online/about/privacysatement=wa) or on request. If you have any queries about our policy, or wish to request your personal data, then please contact us through the address below:

### **Contacting us**

The Planning Inspectorate  
Crown Buildings  
Cathays Park  
Cardiff CF10 3NQ  
Phone: 029 2082 3866  
E-mail: [wales@planning-inspectorate.gsi.gov.uk](mailto:wales@planning-inspectorate.gsi.gov.uk)  
Website: [www.planning-inspectorate.gov.uk](http://www.planning-inspectorate.gov.uk)

## Appendix one - The Written Procedure

<b>Timetable</b>	<b>You</b>	<b>RA</b>	<b>Interested Persons</b>
<p><b>Appeal is made</b> (within the time limit specified in the notice). When we receive the relevant information from the RA, we will set a <b>starting date</b> and tell any interested persons that you have appealed.</p>	<p>You send your appeal form and supporting documents to us and the RA. Your grounds of appeal should make up your full case</p>	<p>The RA receive a copy of your appeal form and supporting documents.</p>	
<p><b>Within two weeks of receiving the appeal</b></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><b>Within six weeks from the starting date</b> (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><b>Within nine weeks from the starting date</b> (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

<b>Timetable</b>	<b>You</b>	<b>RA</b>	<b>Interested Persons</b>
<p><b>Appeal is made</b> (within the time limit specified in the notice). When we receive the relevant information from the RA, we will set a <b>starting date</b> and tell any interested persons that you have appealed.</p>	<p>You send your appeal form and supporting documents to us and the RA. Your grounds of appeal should make up your full case</p>	<p>The RA receive a copy of your appeal form and supporting documents.</p>	
<p><b>Within two weeks of receiving the appeal</b></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><b>Within six weeks from the starting date</b> (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><b>Within nine weeks from the starting date</b> (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

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

### 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.