

I. Procedure (see guidance for further information)

Appeals dealt with under Part 4 of The Town and Country Planning (Referred Applications and Appeals Procedure) (Wales) Regulations 2017 can be considered on the basis of written representation, a hearing, an inquiry or combined proceedings. In accordance with the Town and Country Planning (Determination of Procedure) (Wales) Order 2017 the Planning and Environment Decisions Wales will make a determination as to the most appropriate procedure and will review it throughout the process.

Please tick one box only



I consider the written representations procedure is appropriate.	
I do not consider that the written representations procedure is appropriate for the reasons given in the box below. I accept that it will be the Planning and Environment Decisions Wales decision as to whether a hearing, inquiry or combination will take place.	

If you feel that a hearing or inquiry is needed please provide your full reasons below, including the likely number of days you feel that the event will last and how many witnesses you intend to call.

J. Application for an award of costs (see guidance for further information)

	YES	NO
Do you intend to submit a costs application with this appeal? <i>If yes, it must be submitted below</i>		

Large empty area for submitting a costs application if the answer to the question above is YES.

K. Appeal Site Ownership Details

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 procedure guidance leaflet if in doubt.

*Please tick **ONE** box only*

CERTIFICATE A <i>(If you are the sole owner of the whole appeal site, certificate A will apply)</i>	<input checked="" type="checkbox"/>
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:	

Owner's Name	Date the notice was served

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

CERTIFICATES C and D	<input checked="" type="checkbox"/>
If you do not know who owns all or part of the appeal site, complete either Certificate C or Certificate D at Annex 1 of our guidance leaflet and attach it to the appeal form.	

L. Essential supporting documents

The documents listed in 1–6 below, must be sent with your appeal form; 7-12 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.



1	A copy of the original listed building consent/conservation area consent application sent to the LPA	<input type="checkbox"/>
2	A copy of the site ownership certificate and ownership details submitted to the LPA at application stage (this is usually part of the LPA's application form).	<input type="checkbox"/>
3	A copy of the LPA's decision notice (if issued).	<input type="checkbox"/>
4	A site plan (preferably on a copy of an Ordnance Survey map at not less than 10,000 scale) showing the general location of the proposed development and its boundary. This plan should show two named roads so as to assist the location of the appeal site or premises. The application site should be edged or shaded in red and any other adjoining land owned or controlled by the appellant (if any) edged or shaded in blue.	<input type="checkbox"/>
5	A list (stating drawing numbers) and copies of all plans, drawings and documents sent to the LPA as part of the application. The plans and drawings should show all boundaries and coloured markings given on those sent to the LPA.	<input type="checkbox"/>
6	A list (stating drawing numbers) and copies of any additional plans, drawings and documents sent to the LPA but which did not form part of the original application (e.g. drawings for illustrative purposes).	<input type="checkbox"/>

Copies of the following must also be sent, if appropriate:



7	A copy of the design and Access Statement (if required).	<input type="checkbox"/>
8	Additional plans, drawings or documents relating to the application but not previously seen by the LPA. Please number them clearly and list the numbers below:	<input type="checkbox"/>
9	Any relevant correspondence with the LPA.	<input type="checkbox"/>
10	If the appeal is against the LPA's refusal or failure to decide an application which relates to a condition , we must have a copy of the original permission with the condition attached	<input type="checkbox"/>
11	If the appeal is against the LPA's failure to decide an application please supply a copy of the LPA's letter registering your application	<input type="checkbox"/>

M. 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.

Please sign below (Signed forms together with all supporting documents must be received by us within the 6 months' 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 statement of case will appear online. 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)			

1 COPY to us at: Planning and Environment Decisions Wales Crown Buildings Cathays Park CARDIFF CF10 3NQ E-mail: pedw.casework@gov.wales PEDW.GwaithAchos@llyw.cymru Helpline: 0300 0604400	1 COPY to the LPA Send a copy of the appeal form 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, send them any supporting documents not previously sent as part of the application.
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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.

Any enquiries regarding this document/publication should be sent to us at the address above or e-mail: PEDW.casework@gov.wales / PEDW.GwaithAchos@llyw.cymru

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

1. Appellant personal details

Address	
Postcode	
Daytime Telephone	
Fax	
E-mail	

	English	Welsh
Language Preference		
	E-mail	Post
I prefer to be contacted by		

2. AGENT PERSONAL DETAILS (if any)

Address	
Postcode	
Daytime Telephone	
Fax	
E-mail	

	English	Welsh
Language Preference		
	E-mail	Post
I prefer to be contacted by		



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 at

<https://gov.wales/welsh-government-privacy-notice>