

## ADVERTISEMENT CONSENT AND DISCONTINUANCE NOTICE APPEAL

If you need this document in large print, on audio tape, in Braille or in another language, please contact us on 0300 123 1590.

**Please ensure you are using the correct form for the type of appeal you are submitting.**

**Please visit our website for guidance on completing this form.**

**WARNING:** Your appeal must reach Planning and Environment Decisions Wales within 8 weeks from the date of the LPA's decision notice or before the effective date of the Discontinuance notice.

**(NOTE:** If any of the "Essential supporting documents" listed in Section I are not received by us within the appeal period, the appeal will not be accepted).

IF YOU ARE NOT COMPLETING ELECTRONICALLY, PLEASE PRINT CLEARLY IN CAPITALS USING BLACK INK

**A. APPELLANT –** The name of the person(s) making the appeal **must** appear as an applicant on the application form or have been served with a Notice. If this is not the case the appeal cannot be registered.

Name /  
Organisation Name  
(if applicable)

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

Name /  
Organisation Name  
(if applicable)

### C. LOCAL PLANNING AUTHORITY (LPA)

Name of the LPA

LPA's  
reference number

Application form dated  
(if applicable)

Date of LPA's Decision  
Notice (if issued)

Effective date of  
Discontinuance Notice  
(if applicable)

D. APPEAL SITE ADDRESS

Address

Post code

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?

YES\*

NO

\*If yes, please explain in your full statement of case (section G)

Could the Inspector see the relevant parts of the appeal site sufficiently to judge the proposal from public land?

YES

NO

Does the development affect the setting of a listed building?

YES

NO

Is the appeal site within an Area of Outstanding Natural Beauty?

YES

NO

Does the site lie within a conservation area?

YES

NO

Does the site lie within a green belt/green wedge?

YES

NO

Is it essential for the Inspector to enter the site to check measurements or other relevant facts? \* If the answer is 'YES' please explain below.  
Do not include personal or financial information.

YES\*

NO

**NOTE:** The Inspector will visit the site unaccompanied by either party unless 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 relevant facts.

**E. DESCRIPTION OF THE ADVERTISEMENT(S)**

Please enter details of the proposed advertisement(s), explaining the description, measurements and colours, including details of illumination (if any). This should normally be taken from the 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. Do not include personal or financial information.

YESNO

Has the description of the development changed since the application was submitted?

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**F. REASON FOR THE APPEAL**

This appeal is against the LPA’s decision to:

Please tick which applies

1. Refuse consent for the advertisement(s).

☐

2. Grant consent for the advertisement(s) subject to conditions to which you object.

☐

3. Serve a Discontinuance notice.

☐

4. The failure of the LPA to give its decision within the appropriate period (usually 8 weeks) on an application for consent.

☐

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**G. FULL STATEMENT OF CASE**

This is your only opportunity to make your case in connection with the reason for the appeal as indicated in section F. Therefore please provide your FULL statement of case. Alternatively you can submit your statement of case as a separate document alongside other documents supporting your appeal. To do this, you need to go through the reasons for the decision (if provided) and explain why you disagree and/or why you think the appeal should be allowed. Only the reasons within the LPA’s decision and the matters they considered at application stage should be included. You should not introduce any new matters that were not before the LPA during the application. Please refer to the guidance on our website for further information.

Please continue on a separate sheet, page 5, if necessary

**G. FULL STATEMENT OF CASE** (continued)

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**H. APPLICATION FOR AN AWARD OF COSTS** ([see guidance for further information](#))

YES\*    NO

Does the appeal include an application for costs?

\* If the answer is ‘YES’ you must submit a statement below that clearly explains why you think unreasonable behaviour has occurred and how this has caused unnecessary or wasted expense.

**I. ESSENTIAL SUPPORTING DOCUMENTS**

Depending on the type of appeal, the documents listed below must be sent with your appeal form. If we do not receive all your appeal documents by the end of the appeal period, we will not deal with your appeal.

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

**Appeals against Refusal/Failure/Conditions**

- 1

A copy of the original application sent to the LPA.

☐
- 2

All relevant plans and particulars submitted to the LPA.

☐
- 3

A copy of the LPA’s decision notice (if issued).

☐
- 4

All relevant correspondence with the LPA relating to the application.

☐
- 5

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.

☐

**Appeals against a Discontinuance Notice**

- 6

The Discontinuance Notice served by the LPA.

☐
- 7

Any notice of variations.

☐
- 8

All relevant correspondence with the LPA.

☐

APPLICATION DECLARATION

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 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 statement of case will appear online. By submitting this form I am agreeing to the use of the information I provide in this way.

Name (in capitals)	<div></div>
On behalf of (if applicable)	<div></div>
Date	<div></div>

SEND

<p>1 COPY to us at:</p> <p>E-mail: <a href="mailto:PEDW.Casework@gov.wales">PEDW.Casework@gov.wales</a> <a href="mailto:PEDW.GwaithAchos@llyw.cymru">PEDW.GwaithAchos@llyw.cymru</a></p> <p>OR</p> <p>Planning and Environment Decisions Wales Crown Buildings Cathays Park CARDIFF CF10 3NQ</p> <p>Helpline: 0300 123 1590</p> <p>Please keep a copy for your records</p>	<p>1 COPY to the LPA</p> <p>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).</p> <p>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.</p>
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When we receive your appeal form, we will write to you letting you know 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](mailto:PEDW.Casework@gov.wales) / [PEDW.GwaithAchos@llyw.cymru](mailto:PEDW.GwaithAchos@llyw.cymru)



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

**1. APPELLANT PERSONAL DETAILS**

Address	<div></div>
Post code	<div></div>
Daytime telephone	<div></div>
E-mail	<div></div>

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

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

Address	<div></div>
Post code	<div></div>
Daytime telephone	<div></div>
E-mail	<div></div>

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

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