

# The Planning Inspectorate

Further information about us and the planning appeal system is available on our website [www.planning-inspectorate.gov.uk](http://www.planning-inspectorate.gov.uk)

FOR OFFICIAL  
USE ONLY (Date  
received)

## ADVERTISEMENT APPEAL FORM

If you need this document in large print, on audio tape, in Braille or in another language please contact our helpline on 0117 372 6372.

**Please use a separate form for each appeal.**

Your appeal and essential supporting documents must reach the Inspectorate within 8 weeks of the date shown on the Local Planning Authority's decision notice (or, for 'failure' appeals, within 8 weeks of the date by which they should have decided the application). If the appeal is against a discontinuance notice, it must reach the Inspectorate before the date the notice takes effect. Before completing this form, please read our booklet 'Guide to taking part in Advertisement Appeals' which was sent to you with this form.

**WARNING:** If any of the 'Essential supporting documents' listed in Section J are not received by us within the 8 week period, the appeal may not be accepted.

**Please print clearly in capitals using black ink.**

### A. APPELLANT DETAILS

The name of the person(s) making the appeal must appear as an applicant on the application form for express consent or, in the case of a discontinuance notice, as a person on whom the notice was served.

Name	<input type="text"/>		
Address	<input type="text"/>	Daytime phone no.	<input type="text"/>
	<input type="text"/>	Fax no	<input type="text"/>
Postcode	<input type="text"/>	E-mail address	<input type="text"/>

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

Name	<input type="text"/>		
Address	<input type="text"/>	Your reference	<input type="text"/>
	<input type="text"/>	Daytime phone no.	<input type="text"/>
	<input type="text"/>	Fax no	<input type="text"/>
Postcode	<input type="text"/>	E-mail address	<input type="text"/>

### C. LOCAL PLANNING AUTHORITY (LPA) DETAILS

Name of the LPA	<input type="text"/>
LPA's application reference no.	<input type="text"/>
Date of the advertisement application	<input type="text"/>
Date of the LPA's decision (if issued) or date of service of the discontinuance notice	<input type="text"/>

## D. APPEAL SITE ADDRESS

Address

Postcode

Note: Failure to provide the full postcode may delay the processing of your appeal.

## E. DESCRIPTION, MEASUREMENTS AND COLOURS, INCLUDING DETAILS OF ILLUMINATION (IF ANY), OF THE ADVERTISEMENT(S) INVOLVED IN THIS APPEAL

## F. REASON FOR THE APPEAL

This appeal is against the decision of the LPA to:-

Please tick **one** box only 

- 1 Refuse consent for the advertisement(s) shown on the application form
  - 2 Grant consent for the advertisement(s) subject to conditions to which you object.
  - 3 Serve a Discontinuance Notice
- or**
- 4 The failure of the LPA to give notice of its decision within the appropriate period (usually 8 weeks) of an application for consent

## G. CHOICE OF PROCEDURE

Choose **ONE** procedure only.

You should start by reading our booklet 'Guide to Taking Part in Advertisements Appeals' which explains the different procedures used to determine advertisement appeals. In short, there are 2 possible methods: - written representations and hearings. You should consider carefully which method suits your circumstances.

Please tick ✓

### 1. WRITTEN REPRESENTATIONS \_\_\_\_\_

This is normally the simplest, quickest and most straightforward way of making an appeal. The written procedure is particularly suited to small-scale developments. It is also very popular with people making their own appeal without professional help. The process involves the submission of a written statement by the Local Planning Authority explaining the reasons for their decision or their failure to determine the application. It also allows you an opportunity to comment in writing on the Local Planning Authority's statement. An Advertisement Appeals Inspector will study all of the documents before visiting the appeal site unaccompanied and issuing a written decision.

### 2. HEARINGS \_\_\_\_\_

This process is likely to be suited to slightly more complicated cases which require detailed discussion about the merits of a proposal. The Planning Inspectorate will then arrange a hearing at which the Local Planning Authority and the appellant(s) will be represented. Members of the public, interested bodies (e.g. Community/Town Councils) and the press may also attend. Like the written procedure, the process involves the submission of a written statement by the Local Planning Authority explaining the reasons for their decision (or failure to determine the application). It is advisable that you submit details of your case before the hearing, otherwise the reasons given in your appeal form will be treated as the basis of your case for discussion. At the hearing the Inspector will lead a discussion on the merits already presented in the written statements and supporting documents. The Inspector will usually have visited the site before the hearing, but at the end of the proceedings, either you or the Council may ask to visit the site again with the Inspector. The Inspector will then issue a written decision in the same way as the written procedure.

**If you have chosen a hearing, please explain why the written representations method would be inadequate in this case.**

## H. GROUNDS OF APPEAL

Please state your **FULL** grounds of appeal ie the reasons why you do not agree with the action taken by the Local Planning Authority.

Refer to our booklet 'Guide to taking part in Advertisement Appeals' for help.

Please continue on a separate sheet if necessary.

**H. GROUNDS OF APPEAL (continued)**

## 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 8-week appeal period, we may not deal with it. Please tick the boxes to show the documents you are enclosing.

### Appeals against Refusal/Failure/Conditions



- 1 The application made to the LPA.
- 2 All relevant plans and particulars submitted to the LPA
- 3 Any notice of decision
- 4 Any other relevant correspondence with the authority

### Appeals against a Discontinuance Notice

- 1 The Discontinuance Notice
- 2 Any notice of variations
- 3 Any relevant correspondence with the authority

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


### Other information that should be supplied

NO

YES

- a** Has the land/site owner's consent been obtained?
- b** Is the site on highway land?
- c** Is the advertisement in position?

**PLEASE TURN OVER AND SIGN THE FORM - UNSIGNED FORMS WILL BE RETURNED**

## J. PLEASE SIGN BELOW

(Signed forms together with all supporting documents must be received by us within the 8 WEEK time limit)

1 I confirm that I have sent a copy of this appeal form and relevant documents to the LPA

2 I confirm that all sections have been fully completed

Signature

(on behalf of)

Name (in capitals)

Date

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 Statement" and in the booklet accompanying this appeal form.

### NOW SEND

#### 1 COPY to us at:

The Planning Inspectorate  
Crown Buildings  
Cathays park  
Cardiff  
CF10 3NQ

#### 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 documents again, send them any supporting documents not previously sent as part of the application or in relation to the discontinuance notice

#### 1 COPY for you to keep

When we receive your appeal form, we will:

- 1) Tell you if it is valid and who is dealing with it.
- 2) Tell you and the LPA the procedure for your appeal.
- 3) Tell you the timetable for sending further information or representations.
- 4) Tell you about the arrangements for the hearing if one is held.

At the end of the appeal process, the Inspector will give the decision, and the reasons for it, in writing.