



Further information about us and the planning appeal system is available on our website www.planning-inspectorate.gov.uk

LISTED BUILDING CONSENT OR CONSERVATION AREA CONSENT APPEAL

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 6 months of the date shown on the Local Planning Authority's decision notice (or, for 'failure' appeals, within 6 months of the date by which they should have decided the application).

Before completing this form, please read our booklet 'Making your planning appeal' which was sent to you with this form.

WARNING: If any of the 'Essential supporting documents' listed in Section K are not received by us within the 6 month period, the appeal will 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 consent application form.

Name

Organisation Name (if applicable)

B. AGENT DETAILS (if any) FOR THE APPEAL

Name

Organisation Name (if applicable)

Your Reference

C. LOCAL PLANNING AUTHORITY (LPA)

Name of the LPA

LPA's application reference no.

Date of the LBC/CAC application DDMMYY

Date of the LPA's decision notice (if issued) DDMMYY

D. APPEAL SITE ADDRESS

Address

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

Is the appeal site within a Green Belt? Yes No

H. CHOICE OF PROCEDURE

CHOOSE ONE PROCEDURE ONLY

You should start by reading our booklet 'Making your planning appeal' which explains the different procedures used to determine planning appeals. Those procedures are the same as the ones used to decide listed building/conservation area consent appeals. In short there are 3 possible methods:- written representations, hearings and inquiries. You should consider carefully which method suits your circumstances.

Please note that when we decide how the appeal will proceed we will take into account the LPA's views. ✓

1 WRITTEN REPRESENTATIONS

W

This is normally the simplest, quickest and most straightforward way of making an appeal. Three out of every four people making an appeal choose this method. The written procedure is particularly suited to small-scale developments (e.g. extensions to buildings, individual houses or small groups of houses, appeals against conditions and changes of use). It is also very popular with people making their own appeal without professional help. The process involves the submission of written 'grounds of appeal' followed by a written statement and any supporting documents. It also provides an opportunity to comment in writing on the Local Planning Authority's reasons for refusing permission (or failing to determine the application). An Inspector will study all of the documents before visiting the appeal site/area and issuing a written decision.

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 other relevant facts.

- a) If the written procedure is agreed, can the relevant part of the appeal site be seen from a road, public footpath, bridleway or other public land? YES
NO
- b) Is it essential for the Inspector to enter the site to check measurements or other relevant facts? YES
NO

If the answer to **1b** is 'YES' please explain

2 HEARINGS

H

This process is likely to be suited to slightly more complicated cases which require detailed discussion about the merits of a proposal. Like the written procedure, the process starts with the submission of written 'grounds of appeal' followed by a full written statement of case and an opportunity to comment in writing on the Local Planning Authority's reasons for refusing permission (or failing to determine the application). 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. At the hearing the inspector will lead a discussion on the matters already presented in the written statements and supporting documents. The Inspector will visit the site/area and issue a written decision in the same way as the written procedure.

Although you may prefer a hearing the Inspectorate must consider your appeal suitable for this procedure.

3 INQUIRIES

I

This is the most formal of procedures. Although it is not a court of law the proceedings will often seem to be quite similar as the parties to the appeal will usually be legally represented and expert witnesses will be called to give evidence. Members of the public and press may also attend. In general, inquiries are suggested for appeals that:

- are complex and particularly controversial;
- have caused a lot of local interest;
- involve the need to question evidence through formal cross-examination.

K. ESSENTIAL SUPPORTING DOCUMENTS

The documents listed in 1–6 below, **must** be sent with your appeal form; 7-10 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. | 1 | <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 planning application form). | 2 | <input type="checkbox"/> |
| 3 | A copy of the LPA's decision notice (if issued). | 3 | <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. | 4 | <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. | 5 | <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). | 6 | <input type="checkbox"/> |

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

- | | | | |
|----------|---|---|--------------------------|
| 7 | Additional plans, drawings or documents relating to the application but not previously seen by the LPA. Please number them clearly and list the numbers here: | 7 | <input type="checkbox"/> |
|----------|---|---|--------------------------|

- | | | | |
|-----------|--|----|--------------------------|
| 8 | 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. | 8 | <input type="checkbox"/> |
| 9 | 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. | 9 | <input type="checkbox"/> |
| 10 | Any relevant correspondence with the LPA. | 10 | <input type="checkbox"/> |
| 11 | 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. | 11 | <input type="checkbox"/> |

PERSONAL DETAILS

Personal details given on this page will not be publicly available

1. APPELLANT PERSONAL DETAILS	
Address <input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>
Daytime Tel <input type="text"/>	Fax <input type="text"/>
Email <input type="text"/>	
I prefer to be contacted by Email <input type="checkbox"/> Post <input type="checkbox"/>	

2. AGENT PERSONAL DETAILS	
Address <input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>
Daytime Tel <input type="text"/>	Fax <input type="text"/>
Email <input type="text"/>	
I prefer to be contacted by Email <input type="checkbox"/> Post <input type="checkbox"/>	

3. APPEAL SITE OWNERSHIP DETAILS	
Owner's Name	Address at which the notice was served
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Please Turn Over and Sign the Form – Unsigned Forms Will Be Returned

