



THE PLANNING INSPECTORATE

(Appeals to the Minister in accordance with Section 57 and 59 of the Development and Planning Act 1974.)

Planning Appeal Form

This form must be submitted to The Planning Inspectorate of the Ministry of Home Affairs within 21 days of being notified of the Board's decision along with the grounds of appeal.

A. INFORMATION ABOUT THE APPELLANT(S)

Full Name

Postal Address

Parish Postal Code Daytime Telephone

Agent information:

Agent's Name (if applicable)

Agent's Postal Address

Parish Postal Code Daytime Telephone

Reference No. Fax No:

B. DETAILS OF THE APPLICATION

Applicant's Name (If not the appellant)

Address of the Development

Parish Postal Code Daytime Telephone

Description of the Development:

Date of the Board's decision

Dept of Planning Ref No: PLN

NATURE OF THE APPEAL (tick appropriate box)

- Against the Board's decision to refuse planning permission
- Against the Board's conditions attached to a grant of permission
- Against the Board's decision to grant planning permission
- In default of planning decision within six months of application submission
(Section 59 of the Development and Planning Act 1974.)

C. FOR APPELLANTS ONLY (circle the applicable underlined words):

I desire / do not desire that the appeal should be heard by a person appointed by the Minister.

(Section 57(4) of the Development and Planning Act 1974.)

Signed (on behalf of) Name

Print Name Date

SUPPORTING DOCUMENTS FOR AN APPEAL CASE

- **Documents #1 – 5 must be provided in every case. Documents #6 and 7 are optional.**
- Please note the Inspector will not have ready access to the Planning Department's file. Therefore, the onus is on the parties to the appeal to provide copies of the correspondence, plans, drawings, sketches and photographs which formed part of the application record and which are relevant to the appeal.
- The applicant is responsible for providing copies of the application form (#2), a location plan (#3) and the application drawings (#4) in the case of a third-party appeal against the Board's decision to grant planning permission.

Please submit the following documents and information:

A minimum of three copies of each document must be submitted (except for the application drawings).

1. **Appeal fee:** a Government receipt as proof of payment of the \$570.00 written procedure and \$1,170.00 enquiry hearing (Code#60000.8119)
2. **Application form:** a copy of the original application form with the official stamp which shows the decision of the Development Applications Board *(three copies plus one copy for each third-party objector to be provided by the applicant);*
3. **Location plan:** a location plan showing the site outlined in red, neighbouring properties and the roads which give access to the site. The plan should be an extract from the 1:2500 scale Ordnance Survey maps, and should extend well beyond the property boundaries to show the site in the context of its surroundings. For the purposes of an appeal, the location plan must be separate from the plan included with the application drawings. *(Three copies plus one copy for each third-party objector to be provided by the applicant.)*
4. **Application drawings and site plan:** a complete set of the application drawings with the official stamp which shows the decision of the Development Applications Board. The drawings must include a **site plan** which is annotated clearly and in colour to show the boundaries of any Conservation Areas (eg. Agricultural Reserve or Woodland Reserve). *(One copy to be provided by the applicant.)*
5. **Appeal case:** a complete **written submission** which should include the following information *(three copies plus one copy for each third-party objector):*
 - a. a full **description of the site;**
 - b. a detailed **description of the proposal;**
 - c. the details of any relevant **planning history;** and
 - d. the **grounds of appeal and supporting evidence** which address each of the Board's reasons for refusal.

(In the case of a third-party appeal, the submission must argue why the Board erred in its grant of planning permission.)
Where reference is made to a policy or provision of the development plan, the policy or provision should be written in full. It is not sufficient to simply quote the relevant paragraph number.

If applicable, the written submission may refer to:

- e. exceptional circumstances and **material considerations** which you feel apply to your case *(these must be clearly explained and supported by the relevant documentation); and*
 - f. **precedents** set by earlier decisions of the Board or the Minister *(a copy of the relevant decision must be included).*
6. Copies of **correspondence** with the Department of Planning which is referred to in your appeal case *(three copies plus one copy for each third-party objector);*
 7. Additional **drawings, sketches or photographs** in support of your appeal *(three copies plus one copy for each third-party objector).*