



## TREE WORKS CONSENT APPEAL TO SCOTTISH MINISTERS

UNDER SECTION 47 OF THE TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997  
THE TOWN AND COUNTRY PLANNING (APPEALS) (SCOTLAND) REGULATIONS 2013

**IMPORTANT: Please read and follow the notes provided when completing this form -  
failure to supply all relevant information could invalidate your appeal**

**Use BLOCK CAPITALS if completing in manuscript**

<b>Appellant(s)</b>	
Name	
Address	
Postcode	
Contact Tel No 1	<input style="width: 95%;" type="text"/>
Contact Tel No 2	<input style="width: 95%;" type="text"/>
Fax No	<input style="width: 95%;" type="text"/>
E-mail	<input style="width: 95%;" type="text"/>

<b>Agent (if any)</b>	
Name	
Address	
Postcode	
Contact Tel No 1	<input style="width: 95%;" type="text"/>
Contact Tel No 2	<input style="width: 95%;" type="text"/>
Fax No	<input style="width: 95%;" type="text"/>
E-mail	<input style="width: 95%;" type="text"/>
Mark this box to confirm all contact should be through this representative <input type="checkbox"/>	

\* Do you agree to all correspondence regarding your appeal being sent **by e-mail**?  Yes  No

Planning authority	<input style="width: 80%;" type="text"/>		
Planning authority's application reference number	<input style="width: 95%;" type="text"/>		
Site address	<input style="width: 95%;" type="text"/>		
Description of proposed works	<input style="width: 95%;" type="text"/>		
Date of application	<input style="width: 20%;" type="text"/>	Date of authority's decision	<input style="width: 20%;" type="text"/>
OS Map Grid Ref or Postcode	<input style="width: 20%;" type="text"/>	Area of Appeal Site (m <sup>2</sup> /ha)	<input style="width: 20%;" type="text"/>

<b>Appeal against:</b> (select one option only)	
Refusal of application	<input type="checkbox"/>
Failure to give a decision (deemed refusal)	<input type="checkbox"/>
Conditions imposed on consent	<input type="checkbox"/>

Name of relevant tree preservation order (if known)	<input style="width: 95%;" type="text"/>
---	--

## STATEMENT OF APPEAL

You **MUST** state, in full, why you are appealing against the planning authority's decision (or failure to make a decision). Your statement must set out all matters you consider require to be taken into account in determining your appeal.

**Note:** you might not have a further opportunity to add to your statement of appeal at a later date, so it is essential that you produce all of the information you want the decision-maker to take into account. You will though be entitled to comment on (i) any additional matter which may be raised by the planning authority in its response to your appeal, or (ii) any representations the Scottish Government might receive from any other person or body.

State the reasons for your appeal and all matters you wish to raise here. (If necessary, this can be continued or provided in full on a separate document.)

### List of documents/evidence

Provide a list of all documents, materials and evidence which you have provided with your appeal and intend to rely on in support of your appeal and ensure that the documents are clearly numbered (If necessary, this can be continued or provided in full on a separate document). When listing plans and drawings please quote the reference the planning authority gave them.

## APPEAL PROCEDURE

The person appointed to determine your appeal will decide the procedure to be used. In general, a decision will be made based on your appeal documents and the planning authority's response. In some cases the appointed person may require further procedures to gain more information on specific matters before reaching a decision. This is your opportunity to indicate what procedure you think is most appropriate for the handling of your appeal. (See Notes for Appellants)

- 1  Review of all relevant information provided by yourself and other parties only, with no further procedure
- 2  Inspection of the land subject of the appeal
- 3  Further written submissions on specific matters
- 4  Holding of one or more hearing sessions (i.e. round table discussions) on specific matters
- 5  Holding of one or more formal inquiry sessions on specific matters

\* You can suggest a combination involving more than one further procedure, if necessary.

If you have marked boxes 3, 4 or 5, please explain here which of the matters (as set out in your statement above) you believe ought to be subject of that procedure, and why. (If necessary, this can be continued or provided in full on a separate document.)

### Site inspection

In the event that the Scottish Government Reporter appointed to consider your appeal decides to inspect the appeal site, in your opinion:

Can the site be viewed entirely from public land?  Yes  No

Is it possible for the site to be accessed safely, and without barriers to entry?  Yes  No

Are there any biosecurity issues that affect the site?  Yes  No

*(for more information on biosecurity, please see the site inspection section in the notes for appellants)*

If there are reasons why you think the Reporter would be unable to access and view the appeal site alone, please explain here:

## OTHER APPEALS

Have you made any other appeals to Scottish Ministers concerning this land?

Yes  No

If yes, please give details, including our appeal reference numbers (if known):

## CHECKLIST

Please mark the appropriate boxes to confirm you have provided all supporting documents/evidence relevant to your appeal:

- Full completion of all parts of this form
- Full statement of appeal
- All documents, materials and evidence which you intend to rely on
- Application to planning authority, including all plans/drawings and other documents relevant to your application which is now subject of this appeal
- Planning authority's decision notice (if any), which is the subject of your appeal

**\*Plan and Drawings** A copy of the location plan at a scale of 1:1250 or 1:2500) and scale copies of all of the drawings submitted as part of the application under appeal. It is not possible for electronic plans and drawings to be scaled and you should also provide these in hard copy.

**The Scottish Government routinely publishes all documents relating to each appeal on its website at [www.dpea.scotland.gov.uk](http://www.dpea.scotland.gov.uk). You must advise DPEA if there are particular reasons why you think any document you have provided cannot be published.**

## DECLARATION

**I appeal to the Scottish Ministers as set out on this form and supporting documents. I confirm that I have today sent a copy of my appeal to the planning authority.**

Signed

Date

If you take part in the appeals process, use DPEA websites, contact the division or attend a webcast, the DPEA may collect certain information about you. To find out more about what information is collected, how the information is used and managed please read the [DPEA's privacy notice](#)

This form and all supporting documents should be sent to:

E-mail: [dpea@gov.scot](mailto:dpea@gov.scot)

Post: Planning and Environmental Appeals  
4 The Courtyard  
Callendar Business Park  
Falkirk  
FK1 1XR

Contact Tel: 0300 244 6668