



PRIOR APPROVAL APPEAL TO SCOTTISH MINISTERS

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

<u>Appellant(s)</u>	<u>Agent</u> (if any)
Name	Name
Address	Address
Postcode	Postcode
Contact Tel No 1	Contact Tel No 1
Contact Tel No 2	Contact Tel No 2
Fax No	Fax No
E-mail	E-mail
	Mark this box to confirm all contact should be through this representative

*Do you agree to all correspondence regarding your appeal being sent **by e-mail?**

Yes

No

Planning Authority	
Planning Authority's Application Reference Number	
Site Address	
Description of Proposed Development	
Date of prior approval application	Date of authority's Direction/Decision
Area of Appeal Site (m ² /ha)	OS Map Grid Ref or Postcode

Nature of Appeal and class under which development falls:	Appeal Against:
	Refusal of application

Please state in full the works proposed under permitted development

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.)

Have you raised any matters which were not before the planning authority at the time the decision you are appealing against was made?

Yes

No

If yes, you should explain in the box below, why the matter was not raised at that time and why you consider it should now be taken into account.

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)

Note: If you select Option 1 you should not select any further options.
You may select any combination of Options 2 to 5 if you wish.

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

If boxes 3, 4 or 5 are checked, please explain below which of the matters (as set out in your statement above) you think should be subject to that procedure, and why. (Use additional pages if necessary.)

Site Inspection

In the event that the Scottish Government Reporter appointed to consider your appeal decided 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
Will the reporter need to enter a property to see the proposed works?	Yes	No
Are there any biosecurity issues that affect the site? <i>(for more information on biosecurity, please see the site inspection section in the notes for appellants)</i>	Yes	No

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

If a site inspection is held do you have any views on whether it should be accompanied or unaccompanied?
Please give reasons:

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

A copy of the application to Planning Authority

A copy of all plans or drawings and other particulars and documents that accompanied the application including, if possible, a plan showing the site, marked in red (preferably on an extract from the relevant 1:2500 or 1:250 OS Map

A copy of all other relevant correspondence with the Planning Authority

Copies of any other plans, drawings and documents sent to the Planning Authority but which are not part of the application (such as drawings for illustrative purposes

Copies of any additional plans, drawings, documents relating to the application but not previously seen by the Planning Authority *Number all plans and drawings clearly and list them here:

***Plans & Drawings** - A copy of the location plan at a scale of 1:1250 or 1:2500 and scale copies of all the drawings submitted as part of the application under appeal should be submitted electronically. Please note that as it is not always possible for electronic plans and drawings to be scaled correctly you may be asked to provide some or all of these in hard copy at a later date.

The Scottish Government routinely publishes all documents relating to each appeal on its website at 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 can 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

Post: Planning and Environmental Appeals Division
Hadrian House
Callendar Business Park
Falkirk
FK1 1XR

Contact Tel: 0300 244 6668