



CERTIFICATE OF LAWFUL USE OR DEVELOPMENT APPEAL TO SCOTTISH MINISTERS

UNDER SECTION 154 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

<u>Appellant(s)</u>
Name
Address
Postcode
Contact Tel No 1
Contact Tel No 2
Fax No
E-mail

<u>Agent</u> (if any)
Name
Address
Postcode
Contact Tel No 1
Contact Tel No 2
Fax No
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 Use or Development in your Application	
Date of Application	Date of Authority's Decision
OS Map Grid Ref or Postcode	Area of Appeal Site (m ² /ha)

Did you apply for a certificate relating to an <u>existing</u> use or development (Section 150 Application) or to a <u>proposed</u> use or development (Section 151)?
Section 150: EXISTING use or development
Section 151: PROPOSED use or development

<u>Appeal Against</u>
Refusal of application (or refusal in part)
Failure to give a decision (deemed refusal)

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)

Note: If you select Option 1 you should not select any further options.

You may however 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

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

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 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? <i>(for more information on biosecurity, please see the site inspection section in the notes for appellants)</i>	Yes	No

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 tick the following 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

***Plans and Drawings** A copy of the location plan at a scale of 1:250 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. You must advise DPEA if there are particular reasons why you think any document you provide 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