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[Planning and Environment Decisions Wales | GOV.WALES](https://gov.wales)

## 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 us on 0300 123 1590

**To help you fill in this form correctly please refer our Procedural guide for Wales.**

**Please use a separate form for each appeal**

**Your appeal must reach Planning and Environment Decisions Wales within 6 months of the date of the Local Planning Authority's decision notice. (NOTE: If any of the "Essential supporting documents" listed in Section L are not received by us within the appeal period, the appeal will not be accepted)**

### WARNING:

**PLEASE PRINT CLEARLY IN CAPITALS USING BLACK INK**

**A. Appellant –** 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 (if any) for the appeal**

Name	
Organisation Name (if applicable)	
Reference	

### C. Local planning authority (LPA)

Name of the LPA			
LPA's application reference number			
Listed Building Consent Form/ Conservation Area Consent Form	Dated		
Date of LPA's Decision notice (if issued)			

### D. Appeal site address

Address			
Postcode			

Are there any health and safety issues at, or near the site which the Inspector would need to take into account when visiting the site? <i>*If yes, please explain in your statement of case (section H)</i>	YES*	NO

	YES*	NO
Could the Inspector see the relevant parts of the appeal site sufficiently to judge the proposal from public land?		
Is it essential for the Inspector to enter the site to check measurements or other relevant facts?     * <i>If the answer is 'YES' please explain below</i>		

**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 relevant facts.**

## E. Supporting Information

1.	If the building is listed, please indicate the grade of the building	Grade I	Grade II*	Grade II
2.	Has a grant or loan been made under sections 148, 150, or 165 of the Historic Environment (Wales) Act 2023?	Yes	No	
3.	Does the appeal relate to an application for Conservation Area Consent ?			

## F. Description of the development

Please enter details of the proposed development. This should normally be taken from the consent application form, but if the application was revised while it was with the local planning authority for consideration, you may enter a description of the revised scheme. Please enclose a copy of the LPA's agreement to the change.

## F. Description of the development (continued)

Size of the whole appeal site (in hectares)		
Area of floor space of proposed development (in square metres)		
	<b>Yes</b>	<b>No</b>
Has the description of the works changed from that entered on the application form?		
Is flooding an issue?		
Is the appeal site within an Area of Outstanding Natural Beauty?		
Does the site lie within a Conservation Area?		
Does the site lie within a green belt/green wedge?		
Do you intend to submit a planning obligation (a section 106 agreement or a unilateral undertaking) with this appeal?		

## G. Reasons for the appeal

<b>This appeal is against the decision of the LPA to:</b>		<input checked="" type="checkbox"/>
1.	Refuse listed building consent for the development described in section F	
	Refuse Conservation Area consent for the development described in section F	
2.	Grant listed building consent for the development subject to conditions to which you object.	
	Grant Conservation Area Consent for the development subject to conditions to which you object.	
3.	Refuse to vary a condition(s) in a previous grant of Conservation area consent	
	Refuse to vary a condition(s) in a previous grant of listed building consent	
4.	Refuse to remove a condition(s) in a previous grant of listed building consent	
	Refuse to remove a condition(s) in a previous grant of conservation area consent	
<b>OR</b>		
5.	<i>The failure of the LPA to give its decision within the appropriate period (usually 8 weeks) on an application for listed building consent.</i>	
	<i>The failure of the LPA to give its decision within the appropriate period (usually 8 weeks) on an application for conservation area consent.</i>	

## H. Full Statement of Case

This is your **only** opportunity to make your case in connection with the reason for the appeal. Therefore please provide your **FULL** statement of case. To do this, you need to go through the reasons for the decision (if provided), and explain why you disagree. Only the reasons within the LPA's decision and the reasons put forward by you at application stage should be included on your appeal form. You should not introduce any new reasons for the appeal. Please refer to our Procedural Guide for Wales for further information.

*Please continue on a separate sheet if necessary*

**I. Procedure (see guidance for further information)**

Appeals dealt with under Part 4 of The Town and Country Planning (Referred Applications and Appeals Procedure) (Wales) Regulations 2017 can be considered on the basis of written representation, a hearing, an inquiry or combined proceedings. In accordance with the Town and Country Planning (Determination of Procedure) (Wales) Order 2017 the Planning and Environment Decisions Wales will make a determination as to the most appropriate procedure and will review it throughout the process.

***Please tick one box only***



I consider the written representations procedure is appropriate.	
I do not consider that the written representations procedure is appropriate for the reasons given in the box below. I accept that it will be the Planning and Environment Decisions Wales decision as to whether a hearing, inquiry or combination will take place.	

**If you feel that a hearing or inquiry is needed please provide your full reasons below, including the likely number of days you feel that the event will last and how many witnesses you intend to call.**

**J. Application for an award of costs (see guidance for further information)**

	YES	NO
<b>Do you intend to submit a costs application with this appeal?</b> <i>If yes, it must be submitted below</i>		

Large empty area for submitting a costs application if the answer to the question above is YES.

## K. Appeal Site Ownership Details

We need to know who owns the appeal site. If you do not own the appeal site or if you own only a part of it, we need to know the name(s) of the owner(s) or part owner(s). We also need to be sure that any other owner knows that you have made an appeal.

**YOU MUST TICK WHICH OF THE CERTIFICATES APPLIES.**

Please read the procedure guidance leaflet if in doubt.

*Please tick **ONE** box only*

<b>CERTIFICATE A</b> <i>(If you are the sole owner of the whole appeal site, certificate A will apply)</i>	<input checked="" type="checkbox"/>
I certify that, on the day 21 days before the date of this appeal, nobody except the appellant, was the owner (see the guidance leaflet for a definition) of any part of the land to which the appeal relates	

**OR**

<b>CERTIFICATE B</b>	<input type="checkbox"/>
I certify that the appellant (or the agent) has given the requisite notice (see the guidance leaflet) to everyone else who, on the day 21 days before the date of this appeal, was the owner (see the guidance leaflet for a definition) of any part of the land to which the appeal relates, as listed below:	

Owner's Name	Date the notice was served

*Please supply owner's address(es) on personal details page*

<b>CERTIFICATES C and D</b>	<input checked="" type="checkbox"/>
If you do not know who owns all or part of the appeal site, complete either Certificate <b>C</b> or Certificate <b>D</b> at Annex 1 of our guidance leaflet and attach it to the appeal form.	



## L. Essential supporting documents

The documents listed in 1–6 below, must be sent with your appeal form; 7-12 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 <b>listed building consent/conservation area consent application</b> sent to the LPA	
2	A copy of the <b>site ownership certificate and ownership details</b> submitted to the LPA at application stage (this is usually part of the LPA's application form).	
3	A copy of the <b>LPA's decision notice</b> (if issued).	
4	A <b>site plan</b> (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.	
5	A list (stating drawing numbers) and copies of all <b>plans, drawings and documents</b> 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.	
6	A list (stating drawing numbers) and copies of any <b>additional plans, drawings and documents</b> sent to the LPA but which did not form part of the original application (e.g. drawings for illustrative purposes).	

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



7	A copy of the design and Access Statement (if required).	
8	Additional plans, drawings or documents relating to the application but not previously seen by the LPA. Please number them clearly and list the numbers below:	
9	Any relevant <b>correspondence</b> with the LPA.	
10	If the appeal is against the LPA's refusal or failure to decide an application which relates to a <b>condition</b> , we must have a copy of the original permission with the condition attached	
11	If the appeal is against the LPA's <b>failure</b> to decide an application please supply a copy of the LPA's letter registering your application	

## M. Other Appeals

If you sent other appeals for this or nearby sites to us and these have not been decided, please give details and our reference numbers.

**Please sign below (Signed forms together with all supporting documents must be received by us within the 6 months' time limit)**

I confirm that I have sent a copy of this appeal form and all relevant documents to the LPA (if you do not your Appeal will not normally be accepted)

I confirm that all sections have been fully completed and that the details of the ownership are correct to the best of my knowledge.

I understand that you may use the information I have given for official purposes in connection with the Town and Country Planning Act 1990 and details including my name, the site description and statement of case will appear online. By submitting this form I am agreeing to the use of the information I provide in this way.

Signature:			
Name (in capitals)		Date	
On behalf of (if applicable)			

<p><b>1 COPY to us at:</b></p> <p>Planning and Environment Decisions Wales          Crown Buildings          Cathays Park          CARDIFF          CF10 3NQ</p> <p>E-mail: <a href="mailto:pedw.casework@gov.wales">pedw.casework@gov.wales</a>  <a href="mailto:PEDW.GwaithAchos@llyw.cymru">PEDW.GwaithAchos@llyw.cymru</a></p> <p>Helpline: 0300 123 1590</p>	<p><b>1 COPY to the LPA</b></p> <p>Send a copy of the appeal form to the address from which the decision notice was sent (or to the address shown on any letters received from the LPA).</p> <p>There is no need to send them all the supporting documents again, send them any supporting documents not previously sent as part of the application.</p>
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**Please keep a copy for your records**

**When we receive your appeal form, we will write to you letting you know if your appeal is valid, who is dealing with it and what happens next.**

Any enquiries regarding this document/publication should be sent to us at the address above or e-mail: [PEDW.casework@gov.wales](mailto:PEDW.casework@gov.wales) / [PEDW.GwaithAchos@llyw.cymru](mailto:PEDW.GwaithAchos@llyw.cymru)

**Personal Details** (these will not *be made publicly available*)

**1. Appellant personal details**


Address	
Postcode	
Daytime Telephone	
Fax	
E-mail	

	English	Welsh
<b>Language Preference</b>		
	E-mail	Post
<b>I prefer to be contacted by</b>		

**2. AGENT PERSONAL DETAILS (if any)**

Address	
Postcode	
Daytime Telephone	
Fax	
E-mail	

	English	Welsh
<b>Language Preference</b>		
	E-mail	Post
<b>I prefer to be contacted by</b>		

 The gathering and subsequent processing of the personal data supplied by you in this form, is in accordance with the terms of our registration under the Data Protection Act 1998. Further information about our Data Protection Policy can be found on at <https://gov.wales/welsh-government-privacy-notice>