

SCHEDULE 1

Articles 8 and 28

Acknowledgement of Application

TOWN AND COUNTRY PLANNING ACT 1990

Letter to be sent by a local planning authority when they receive an application for planning permission or for a certificate of lawful use or development.

Thank you for your application dated..... which I received on

I am still examining your application form and the accompanying plans and documents to see whether they comply with the law.*

If I find that your application is invalid because it does not comply with the statutory requirements I will write to you again as soon as I can.*

If, by (*insert date being the end of the period of 8 weeks beginning with the date on which the application was received*)

you have not been given a decision in writing and:

- you have not been told that your application is invalid; or
- you have not been told that your fee cheque has been dishonoured; or
- you have not agreed in writing to extend the period in which the decision may be given,

then you can appeal to the Welsh Ministers under section 78/section 195* of the Town and Country Planning Act 1990. (This does not apply if your application has already been referred to the Welsh Ministers.)

To appeal you must use a form which you can get online at www.planningportal.gov.uk/pes or from the Planning Inspectorate at Crown Buildings, Cathays Park, Cardiff CF10 3NQ*.

If you appeal, you must appeal within 6 months from [*insert date at end of period of 8 weeks, beginning with the date when the application was received ("the relevant date")*].....

*delete where inappropriate