Inquiry appeal process

Timeline showing the process for s78 planning appeals following the inquiries procedure.

**Pre-notification**

The appellant pre-notifies us and the Local Planning Authority (LPA) at least 10 days before they submit the appeal.

**Appeal submission**

The appellant submits appeal and all associated information including a statement of case (SoC) and draft statement of common ground (SoCG).

**Interested parties notified**

The LPA notifies any parties who commented on the planning application that an appeal has started and that if any of them would wish to apply for Rule 6 status they should do so immediately. The LPA also sends us the questionnaire.

**Comments**

This is the deadline by when we need to receive any additional comments from interested parties, including local residents.

**Case conference**

An inspector will hold a conference call with the appellant, the LPA and any party who has been afforded Rule 6 status to discuss the matters that will be examined during the inquiry and will issue a follow-up note. It also provides an opportunity for the parties to ask any procedural questions.

**Proofs of evidence**

The appellant, the LPA and any Rule 6 party send us copies of their proof of evidence including any topic-based SoCG required by the Inspector. These are required no less than four weeks before the inquiry.

**Main SoCG**

The LPA sends us the main SoCG that they have jointly prepared and agreed with the appellant. At this point, the LPA sends their SoC to us. We share the LPA’s SoC with the appellant.

**Inquiry**

The Inspector will conduct an inquiry which may last for multiple days or sometimes weeks depending on the complexity of the case.

**Reporting**

After the inquiry finishes, reporting commences. The Inspector considers all the evidence put before them and writes a decision or a report to the Secretary of State.

**Decision**

The decision is issued to all parties and published online.

**Procedure Choice**

If we determine that an inquiry is not appropriate and that the appeal should proceed by way of written representations or hearing, the appeal will follow the relevant process/timetable set out in the Procedural Guide: Planning appeals - England.

**Appeal starts**

Once the appeal is valid, we send a notification to the appellant and LPA to confirm that the appeal has started and that it will follow the inquiry procedure. The notification sets out:
- the inquiry date
- name of the Inspector
- the date for the case management conference
- the anticipated decision date.

**Main SoCG**

The LPA sends us the main SoCG that they have jointly prepared and agreed with the appellant. At this point, the LPA sends their SoC to us. We share the LPA’s SoC with the appellant.

**Interested parties notified**

The LPA notifies any parties who commented on the planning application that an appeal has started and that if any of them would wish to apply for Rule 6 status they should do so immediately. The LPA also sends us the questionnaire.

**Comments**

This is the deadline by when we need to receive any additional comments from interested parties, including local residents.

**Proofs of evidence**

The appellant, the LPA and any Rule 6 party send us copies of their proof of evidence including any topic-based SoCG required by the Inspector. These are required no less than four weeks before the inquiry.

**Main SoCG**

The LPA sends us the main SoCG that they have jointly prepared and agreed with the appellant. At this point, the LPA sends their SoC to us. We share the LPA’s SoC with the appellant.

**Inquiry**

The Inspector will conduct an inquiry which may last for multiple days or sometimes weeks depending on the complexity of the case.

**Reporting**

After the inquiry finishes, reporting commences. The Inspector considers all the evidence put before them and writes a decision or a report to the Secretary of State.

**Decision**

The decision is issued to all parties and published online.

**Procedure Choice**

If we determine that an inquiry is not appropriate and that the appeal should proceed by way of written representations or hearing, the appeal will follow the relevant process/timetable set out in the Procedural Guide: Planning appeals - England.

**Appeal starts**

Once the appeal is valid, we send a notification to the appellant and LPA to confirm that the appeal has started and that it will follow the inquiry procedure. The notification sets out:
- the inquiry date
- name of the Inspector
- the date for the case management conference
- the anticipated decision date.

**Main SoCG**

The LPA sends us the main SoCG that they have jointly prepared and agreed with the appellant. At this point, the LPA sends their SoC to us. We share the LPA’s SoC with the appellant.

**Interested parties notified**

The LPA notifies any parties who commented on the planning application that an appeal has started and that if any of them would wish to apply for Rule 6 status they should do so immediately. The LPA also sends us the questionnaire.

**Comments**

This is the deadline by when we need to receive any additional comments from interested parties, including local residents.

**Proofs of evidence**

The appellant, the LPA and any Rule 6 party send us copies of their proof of evidence including any topic-based SoCG required by the Inspector. These are required no less than four weeks before the inquiry.

**Main SoCG**

The LPA sends us the main SoCG that they have jointly prepared and agreed with the appellant. At this point, the LPA sends their SoC to us. We share the LPA’s SoC with the appellant.

**Inquiry**

The Inspector will conduct an inquiry which may last for multiple days or sometimes weeks depending on the complexity of the case.

**Reporting**

After the inquiry finishes, reporting commences. The Inspector considers all the evidence put before them and writes a decision or a report to the Secretary of State.

**Decision**

The decision is issued to all parties and published online.

**Procedure Choice**

If we determine that an inquiry is not appropriate and that the appeal should proceed by way of written representations or hearing, the appeal will follow the relevant process/timetable set out in the Procedural Guide: Planning appeals - England.

**Appeal starts**

Once the appeal is valid, we send a notification to the appellant and LPA to confirm that the appeal has started and that it will follow the inquiry procedure. The notification sets out:
- the inquiry date
- name of the Inspector
- the date for the case management conference
- the anticipated decision date.

**Main SoCG**

The LPA sends us the main SoCG that they have jointly prepared and agreed with the appellant. At this point, the LPA sends their SoC to us. We share the LPA’s SoC with the appellant.

**Interested parties notified**

The LPA notifies any parties who commented on the planning application that an appeal has started and that if any of them would wish to apply for Rule 6 status they should do so immediately. The LPA also sends us the questionnaire.

**Comments**

This is the deadline by when we need to receive any additional comments from interested parties, including local residents.

**Proofs of evidence**

The appellant, the LPA and any Rule 6 party send us copies of their proof of evidence including any topic-based SoCG required by the Inspector. These are required no less than four weeks before the inquiry.

**Main SoCG**

The LPA sends us the main SoCG that they have jointly prepared and agreed with the appellant. At this point, the LPA sends their SoC to us. We share the LPA’s SoC with the appellant.

**Inquiry**

The Inspector will conduct an inquiry which may last for multiple days or sometimes weeks depending on the complexity of the case.

**Reporting**

After the inquiry finishes, reporting commences. The Inspector considers all the evidence put before them and writes a decision or a report to the Secretary of State.

**Decision**

The decision is issued to all parties and published online.

**Procedure Choice**

If we determine that an inquiry is not appropriate and that the appeal should proceed by way of written representations or hearing, the appeal will follow the relevant process/timetable set out in the Procedural Guide: Planning appeals - England.

**Appeal starts**

Once the appeal is valid, we send a notification to the appellant and LPA to confirm that the appeal has started and that it will follow the inquiry procedure. The notification sets out:
- the inquiry date
- name of the Inspector
- the date for the case management conference
- the anticipated decision date.

**Main SoCG**

The LPA sends us the main SoCG that they have jointly prepared and agreed with the appellant. At this point, the LPA sends their SoC to us. We share the LPA’s SoC with the appellant.

**Interested parties notified**

The LPA notifies any parties who commented on the planning application that an appeal has started and that if any of them would wish to apply for Rule 6 status they should do so immediately. The LPA also sends us the questionnaire.

**Comments**

This is the deadline by when we need to receive any additional comments from interested parties, including local residents.

**Proofs of evidence**

The appellant, the LPA and any Rule 6 party send us copies of their proof of evidence including any topic-based SoCG required by the Inspector. These are required no less than four weeks before the inquiry.

**Main SoCG**

The LPA sends us the main SoCG that they have jointly prepared and agreed with the appellant. At this point, the LPA sends their SoC to us. We share the LPA’s SoC with the appellant.

**Inquiry**

The Inspector will conduct an inquiry which may last for multiple days or sometimes weeks depending on the complexity of the case.

**Reporting**

After the inquiry finishes, reporting commences. The Inspector considers all the evidence put before them and writes a decision or a report to the Secretary of State.

**Decision**

The decision is issued to all parties and published online.

~ It is expected that the Inspector’s decision will be issued within 24 weeks of the appeal being validly made in 85% of cases (within 38 weeks in all cases). For recovered appeals, the Inspector’s report is expected to be submitted to the Secretary of State within 30 weeks of the appeal being validly made in all cases. These targets have been set out in the recommendations by Bridget Rosewell in her Independent Review of Planning Appeal Inquiries. ~