
STATUTORY INSTRUMENTS

2003 No. 1269

TRIBUNALS AND INQUIRIES, WALES

**The Town and Country Planning (Enforcement)
(Inquiries Procedure) (Wales) Rules 2003**

<i>Made</i>	- - - -	<i>8th May 2003</i>
<i>Laid before Parliament</i>		<i>9th May 2003</i>
<i>Coming into force</i>	- -	<i>1st June 2003</i>

The Lord Chancellor, in exercise of the powers conferred upon him by section 9 of the Tribunals and Inquiries Act 1992(1) and of all other powers enabling him in that behalf, and after consultation with the Council on Tribunals, hereby makes the following Rules:

Citation, commencement and application

1.—(1) These Rules may be cited as the Town and Country Planning (Enforcement) (Inquiries Procedure) (Wales) Rules 2003 and shall come into force on 1st June 2003.

(2) These Rules apply to Wales.

Interpretation

2. In these Rules—

“assessor” means a person appointed by the National Assembly to sit with an inspector at an inquiry or re-opened inquiry to advise the inspector on such matters arising as the National Assembly may specify;

“certificate of lawful use or development” means a certificate under section 191 or 192 of the Planning Act;

“document” includes a photograph, map or plan;

“electronic communication” has the meaning assigned to that term by section 15(1) of the Electronic Communications Act 2000(2);

“enforcement appeal” means an appeal against an enforcement notice;

“enforcement notice” means a notice under section 172 of the Planning Act or under section 38 of the Listed Buildings Act;

(1) 1992 c. 53, to which there are amendments not relevant to these Rules.
(2) 2000 c. 7.

- “inquiry” means a local inquiry to which these Rules apply;
- “inspector” means a person appointed by the National Assembly to hold the relevant inquiry or re-opened inquiry;
- “land” means the land or building to which an inquiry relates;
- “Listed Buildings Act” means the Planning (Listed Buildings and Conservation Areas) Act 1990(3);
- “local planning authority” means in relation to—
- (a) an enforcement appeal, the body who issued the relevant enforcement notice;
 - (b) an appeal against the refusal or non-determination of an application for a certificate of lawful use or development, the body to whom the application was made;
- “the National Assembly” means the National Assembly for Wales;
- “outline statement” means a written statement of the principal submissions which a person proposes to put forward at an inquiry;
- “Planning Act” means the Town and Country Planning Act 1990(4);
- “pre-inquiry meeting” means a meeting held prior to an inquiry to consider what may be done with a view to securing that the inquiry is conducted efficiently and expeditiously; and where two or more such meetings are held references to the conclusion of a pre-inquiry meeting are references to the conclusion of the final meeting;
- “questionnaire” means a document in the form supplied by the National Assembly to local planning authorities for the purpose of proceedings under these Rules;
- “relevant notice” means the National Assembly’s written notice informing the appellant and the local planning authority that an inquiry is to be held;
- “starting date” means the date of the—
- (a) National Assembly’s written notice to the appellant and the local planning authority that he has received all the documents required to enable him to entertain the appeal pursuant to regulation 9 of the Town and Country Planning (Enforcement Notices and Appeals) (Wales) Regulations 2003(5); or
 - (b) relevant notice,
- whichever is the later;
- “statement of case” means, and is comprised of, a written statement which contains full particulars of the case which a person proposes to put forward at an inquiry, and a list of any documents which that person intends to refer to or put in evidence;
- “statement of common ground” means a written statement prepared jointly by the local planning authority and the appellant, which contains agreed factual information about the development, breach of conditions or works which are the subject of the appeal.

(3) 1990 c. 9, section 39 was amended by paragraph 3 of Schedule 3 to the Planning and Compensation Act 1991 (c. 34); Schedule 3 was amended by section 25 of, and Schedule 3, Part II, paragraph 28 to, that Act and by S.I. 1997/2971. Section 12 was amended by section 17 of the Transport and Works Act 1992 (c. 42). There are other amendments not relevant to these Rules.

(4) 1990 c. 8, section 174 was amended by section 6(1) of, and paragraph 22 of Schedule 7 to, the Planning and Compensation Act 1991 (c. 34) and section 195 was amended by paragraph 32 of that Schedule. Schedule 6 was amended by the Planning and Compensation Act 1991 (c. 34), sections 32 and 84(6) and Schedule 7, paragraphs 8 and 54 and Schedule 19, Part I, the Tribunals and Inquiries Act 1992 (c. 53), section 18 and Schedule 3, paragraph 28, the Environment Act 1995 (c. 25), Schedule 22, paragraph 44, S.I. 1992/1491 and S.I. 1997/2971. There are also other amendments not relevant to these Rules.

(5) S.I. 2003/394 (W.53).

Application of these Rules

3.—(1) These Rules apply in relation to any local inquiry caused by the National Assembly to be held in Wales before it determines an appeal made on or after 1st June 2003 under—

- (a) section 174 of the Planning Act (appeal against enforcement notice);
- (b) section 195 of the Planning Act (appeal against refusal or non-determination of an application for a certificate of lawful use or development);
- (c) section 39 of the Listed Buildings Act (appeal against listed building enforcement notice) or under that section as applied by section 74(3) of that Act (appeal against conservation area enforcement notice),

but do not apply to any local inquiry by reason of the application of any provision mentioned in this rule by or under any other enactment.

(2) Where these Rules apply in relation to an appeal which at some time fell to be disposed of in accordance with—

- (a) the Town and Country Planning (Enforcement) (Determination by Inspectors) (Inquiries Procedure) (Wales) Rules 2003(6); or
- (b) the Town and Country Planning (Enforcement) (Inquiries Procedure) Rules 1992(7),

any step taken or thing done under those Rules which could have been done under any corresponding provision of these Rules has effect as if it had been taken or done under that corresponding provision.

Preliminary information to be supplied by the local planning authority

4.—(1) The National Assembly must, as soon as practicable after it is determined to hold an inquiry under these Rules, inform the appellant and the local planning authority in writing that an inquiry is to be held.

(2) The local planning authority must—

- (a) send to the National Assembly and the appellant a completed questionnaire, and a copy of each of the documents referred to in it, so as to be received within 2 weeks of the starting date;
- (b) in the case of an enforcement appeal, notify any—
 - (i) person on whom a copy of an enforcement notice has been served;
 - (ii) occupier of property in the locality in which the land to which the enforcement notice relates is situated; and
 - (iii) other person who in the opinion of the local planning authority is affected by the breach of planning control or contravention of listed building or conservation area control which is alleged in the enforcement notice,

that an appeal has been made and of the address to which, and the period within which, they may make representations to the National Assembly; such notification to be sent so as to be received within 2 weeks of the starting date.

Notification of name of inspector

5.—(1) The National Assembly must, subject to paragraph (2), notify the name of the inspector to every person entitled to take part in the inquiry.

(2) Where the National Assembly appoints another inspector instead of the person previously appointed and it is not practicable to notify the new appointment before the inquiry is held, the

(6) S.I. 2003/1266.

(7) S.I. 1992/1903.

inspector holding the inquiry must, at the commencement of the inquiry, announce their name and the fact of their appointment.

Procedure where pre-inquiry meeting is to be held

- 6.—(1) The National Assembly must hold a pre-inquiry meeting—
 - (a) if it expects an inquiry to last for 8 days or more, unless it considers it unnecessary;
 - (b) for shorter inquiries, if it appears to it to be necessary.
- (2) Where the National Assembly decides to hold a pre-inquiry meeting—
 - (a) the National Assembly must send to the appellant and the local planning authority—
 - (i) notice of its intention to hold a pre-inquiry meeting; and
 - (ii) a statement of the matters about which it particularly wishes to be informed for the purposes of its consideration of the appeal in question;
 - (b) the local planning authority must publish in a newspaper circulating in the locality in which the land is situated a notice of the National Assembly's intention to hold a pre-inquiry meeting and of the statement sent in accordance with paragraph (2)(a)(ii) above; and
 - (c) the appellant and the local planning authority must send 2 copies of their outline statement to the National Assembly so as to be received within 8 weeks of the starting date.
- (3) The National Assembly must, as soon as practicable after receipt, send a copy of the local planning authority's outline statement to the appellant and a copy of the appellant's outline statement to the local planning authority.
- (4) The National Assembly may in writing require any other person who has notified it of an intention or a wish to take part in the inquiry to send an outline statement to it, to the appellant and to the local planning authority.
- (5) A person required to send an outline statement under paragraph (4) must send it to the National Assembly, the appellant and the local planning authority so as to be received within 4 weeks of the date of the National Assembly's written requirement.
- (6) The pre-inquiry meeting (or where there is more than one, the first pre-inquiry meeting) must be held within 16 weeks of the starting date.
- (7) The National Assembly must give not less than 3 weeks' written notice of the pre-inquiry meeting to—
 - (a) the appellant;
 - (b) the local planning authority;
 - (c) any person known at the date of the notice to be entitled to take part in the inquiry; and
 - (d) any other person whose presence at the pre-inquiry meeting appears to it to be desirable,
- (8) Rule 11(6) applies to a pre-inquiry meeting as it does to the holding of an inquiry.
- (9) The inspector—
 - (a) is to preside at the pre-inquiry meeting;
 - (b) is to determine the matters to be discussed and the procedure to be followed;
 - (c) may require any person present at the pre-inquiry meeting who, in the inspector's opinion, is behaving in a disruptive manner to leave; and
 - (d) may refuse to permit that person to return to or attend any further pre-inquiry meeting, or may permit that person to return or attend only on such conditions as the inspector may specify.

(10) Where a pre-inquiry meeting has been held pursuant to paragraph (1), the inspector may hold a further pre-inquiry meeting and he must arrange for such notice to be given of a further pre-inquiry meeting as appears to the inspector to be necessary; and paragraph (9) applies to such a pre-inquiry meeting.

(11) If the National Assembly requests any further information from the appellant or the local planning authority at the pre-inquiry meeting, they must—

- (a) send 2 copies of it to the National Assembly; and
- (b) in the case of an enforcement appeal, a copy to any person on whom a copy of the enforcement notice has been served,

so as to be received within 4 weeks of conclusion of the pre-inquiry meeting.

(12) Where the National Assembly receives further information pursuant to paragraph (11) it must, as soon as practicable after receipt—

- (a) send a copy of such further information received from the appellant to the local planning authority; and
- (b) send a copy of such further information received from the local planning authority to the appellant.

Statement of matters

7. The National Assembly may, before an inquiry is held, serve on the local planning authority, the appellant, any person required to serve a statement of case pursuant to rule 8(6) and, in the case of an enforcement appeal, any person on whom a copy of the enforcement notice has been served, a written statement of the matters about which it particularly wishes to be informed for the purposes of its consideration of the appeal.

Service of statements of case etc.

8.—(1) The local planning authority must—

- (a) so as to be received within 6 weeks of the starting date, or
- (b) where a pre-inquiry meeting is held pursuant to rule 6, so as to be received within 4 weeks of the conclusion of that pre-inquiry meeting,

serve 2 copies of their statement of case on the National Assembly and, in the case of an enforcement appeal, a copy on any person on whom a copy of the enforcement notice has been served.

(2) The local planning authority must include in its statement of case, details of the time and place where the opportunity will be given to inspect and take copies described in paragraph (13).

(3) The appellant must—

- (a) in the case of an appeal where no pre-inquiry meeting is held, so as to be received within 6 weeks of the starting date, or
- (b) in any case where a pre-inquiry meeting is held, so as to be received within 4 weeks of the conclusion of that pre-inquiry meeting,

serve 2 copies of their statement of case on the National Assembly and, in the case of an enforcement appeal, a copy on any person on whom a copy of the enforcement notice has been served.

(4) The National Assembly must, as soon as practicable after receipt, send a copy of the local planning authority's statement of case to the appellant and a copy of the appellant's statement of case to the local planning authority.

(5) The appellant and the local planning authority may in writing each require the other to send them a copy of any document, or the relevant part of any document, referred to in the list of

documents comprised in that party's statement of case; and any such document, or relevant part, must be sent, as soon as practicable, to the party who required it.

(6) The National Assembly may in writing require any other person, who has notified it of an intention or a wish to take part in the inquiry, to serve, so as to be received within 4 weeks of being so required—

- (a) 3 copies of their statement of case on the National Assembly; and
- (b) in the case of an enforcement appeal, a copy of their statement of case on any person on whom a copy of the enforcement notice has been served,

and the National Assembly must, as soon as practicable after receipt, send a copy of each such statement of case to the local planning authority and to the appellant.

(7) The National Assembly must, as soon as practicable—

- (a) send to any person from whom it requires a statement of case in accordance with paragraph (6) a copy of the statements of case of the appellant and the local planning authority; and
- (b) inform that person of the name and address of every person to whom their statement of case is required to be sent.

(8) The National Assembly or the inspector may in writing require any person, who has served on the National Assembly a statement of case in accordance with this rule, to provide such further information about the matters contained in the statement of case as it may specify and may specify the time within which the information must be received by the National Assembly.

(9) A local planning authority or appellant required to provide further information must send within the time specified—

- (a) 2 copies of that information in writing to the National Assembly or, as the case may be, the inspector; and
- (b) in the case of an enforcement appeal, a copy to any person on whom a copy of the enforcement notice has been served,

and the National Assembly or, as the case may be, the inspector, must, as soon as practicable after receipt, send a copy of the further information received from the local planning authority to the appellant and a copy of the further information received from the appellant to the local planning authority.

(10) Any other person required to provide further information must send within the time specified—

- (a) 3 copies of that information in writing to the National Assembly or, as the case may be, the inspector; and
- (b) in the case of an enforcement appeal, a copy to any person on whom a copy of the enforcement notice has been served,

and the National Assembly or, as the case may be, the inspector, must as soon as practicable after receipt, send a copy of the further information to the local planning authority and the appellant.

(11) Any person other than the appellant who serves a statement of case on the National Assembly must send with it a copy of—

- (a) any document; or
- (b) the relevant part of any document,

referred to in the list comprised in that statement, unless a copy of the document or part of the document in question is already available for inspection pursuant to paragraph (13).

(12) Unless it has already done so, the National Assembly must, within 12 weeks of the starting date, send a written statement of the matters referred to in rule 6(2)(a)(ii) to—

- (a) the appellant;
- (b) the local planning authority;
- (c) in the case of an enforcement appeal, any person on whom a copy of the enforcement notice has been served; and
- (d) any person from whom it has required a statement of case.

(13) The local planning authority must give any person who so requests a reasonable opportunity to inspect and, where practicable, take copies of—

- (a) any statement of case, written comments, further information or other document a copy of which has been sent to the local planning authority in accordance with this rule; and
- (b) the local planning authority's completed questionnaire and statement of case together with a copy of any document, or of the relevant part of any document, referred to in the list comprised in that statement, and any written comments, information or other documents sent by the local planning authority pursuant to this rule.

(14) If the local planning authority or the appellant wish to comment on another person's statement of case, they must send, so as to be received within 9 weeks of the starting date—

- (a) 2 copies of their written comments to the National Assembly; and
- (b) in the case of an enforcement appeal, a copy of their written comments to any person on whom a copy of the enforcement notice has been served,

and the National Assembly must, as soon as practicable after receipt, send a copy of the written comments received from the appellant to the local planning authority and a copy of the written comments received from the local planning authority to the appellant.

(15) Any person, other than the local planning authority or the appellant, who serves a statement of case on the National Assembly under this rule and who wishes to comment on another person's statement of case, must send, so as to be received not less than 4 weeks before the date fixed for the holding of the inquiry—

- (a) 3 copies of their written comments to the National Assembly; and
- (b) in the case of an enforcement appeal, a copy of their written comments to any person on whom a copy of the enforcement notice has been served,

and the National Assembly must, as soon as practicable after receipt, send a copy of the written comments to the local planning authority and to the appellant.

(16) The National Assembly must, as soon as practicable after receipt, send to the inspector any statement of case, document or further information or written comments sent to it in accordance with this rule and sent to it within the relevant period, if any, specified in this rule.

Further power of inspector to hold pre-inquiry meetings

9.—(1) Where no pre-inquiry meeting is held pursuant to rule 6, an inspector may hold one if the inspector thinks it necessary.

(2) An inspector must give not less than 2 weeks' written notice of a pre-inquiry meeting the inspector proposes to hold under paragraph (1) to—

- (a) the appellant;
- (b) the local planning authority;
- (c) any person known at the date of the notice to be entitled to take part in the inquiry; and
- (d) any other person whose presence at the pre-inquiry meeting appears to the inspector to be desirable.

(3) Rule 11(6) applies to a pre-inquiry meeting held under this rule.

Inquiry timetable

10.—(1) The inspector must prepare a timetable for the proceedings at, or at part of, an inquiry where—

- (a) a pre-inquiry meeting is held; or
- (b) it appears to the National Assembly likely that an inquiry will last for 4 days or more.

(2) In respect of shorter inquiries, or those where no pre-inquiry meeting is held, the inspector may at any time prepare a timetable for the proceedings at, or at part of, any other inquiry.

(3) The inspector may, at any time, vary the timetable arranged under the preceding paragraphs.

(4) The inspector may specify in a timetable arranged pursuant to this rule a date by which any statement of evidence and summary sent in accordance with rule 16(1) must be sent to the National Assembly.

Date and notification of inquiry

11.—(1) The date fixed by the National Assembly for the holding of an inquiry must be, unless it considers such a date impracticable, not later than—

- (a) subject to paragraph (b), 22 weeks after the starting date; or
- (b) in a case where a pre-inquiry meeting is held, 8 weeks after the conclusion of that meeting.

(2) Where the National Assembly considers it impracticable to fix a date in accordance with paragraph (1), the date fixed must be the earliest date after the end of the relevant period mentioned in that paragraph which it considers to be practicable.

(3) Unless the National Assembly agrees a lesser period of notice with the appellant and the local planning authority, it must give not less than 4 weeks' written notice of the date, time and place fixed by it for the holding of an inquiry to every person entitled to take part in the inquiry.

(4) The National Assembly may vary the date fixed for the holding of an inquiry, whether or not the date as varied is within the relevant period mentioned in paragraph (1); and paragraph (3) applies to a variation of the date as it applied to the date originally fixed.

(5) The National Assembly may vary the time or place for the holding of an inquiry and must give such notice as appears to it to be reasonable.

(6) The National Assembly may in writing require the local planning authority to take one or more of the following steps—

- (a) not less than 2 weeks before the date fixed for the holding of an inquiry, to publish a notice of the inquiry in one or more newspapers circulating in the locality in which the land is situated;
- (b) to send a notice of the inquiry to such persons or classes of persons as it may specify, within such period as it may specify; or
- (c) to post a notice of the inquiry in a conspicuous place near to the land, within such period as it may specify.

(7) Where the land is under the control of the appellant, the appellant must—

- (a) if so required in writing by the National Assembly, affix a notice of the inquiry firmly to the land or to some object on or near the land, in such manner as to be readily visible to and legible by members of the public; and
- (b) not remove the notice, or cause or permit it to be removed, for such period before the inquiry as the National Assembly may specify.

(8) Every notice of inquiry published, sent or posted pursuant to paragraph (6), or affixed pursuant to paragraph (7), must contain—

- (a) a clear statement of the date, time and place of the inquiry and of the powers enabling the National Assembly to determine the appeal in question;
- (b) a written description of the land sufficient to identify approximately its location;
- (c) a brief description of the subject matter of the appeal; and
- (d) details of where and when copies of the local planning authority's completed questionnaire and any document sent by and copied to the authority pursuant to rule 8 may be inspected.

Notification of appointment of assessor

12. Where the National Assembly appoints an assessor, it must notify every person entitled to take part in the inquiry of the name of the assessor and of the matters on which the assessor is to advise the inspector.

Attendance and participation at an inquiry

13.—(1) The persons entitled to take part in the inquiry are—

- (a) the appellant;
- (b) the local planning authority;
- (c) any of the following bodies if the land is situated in their area and they are not the local planning authority—
 - (i) a county or a county borough council;
 - (ii) an enterprise zone authority designated under Schedule 32 to the Local Government, Planning and Land Act 1980⁽⁸⁾;
 - (iii) a housing action trust specified in an order made under section 67(1) of the Housing Act 1988⁽⁹⁾;
- (d) where the land is in an area previously designated as a new town, the Commission for the New Towns;
- (e) in the case of an enforcement appeal, any person on whom a copy of the enforcement notice has been served;
- (f) in the case of an appeal under section 195 of the Planning Act, any person having an interest in the land;
- (g) where the inquiry relates to an enforcement notice under section 38 of the Listed Buildings Act and, where an application for listed building consent had been made for the works set out in the enforcement notice, the National Assembly would have been notified of the application pursuant to a direction given under section 15(5) of the Listed Buildings Act, Cadw;
- (h) any other person who has served a statement of case in accordance with rule 8(6) or who has sent an outline statement in accordance with rule 6(4).

(2) Nothing in paragraph (1) precludes the inspector from permitting any other person to take part in an inquiry; and such permission is not to be unreasonably withheld.

(3) Any person entitled or permitted to take part in an inquiry may do so on their own behalf or be represented by any other person.

⁽⁸⁾ 1980 c. 65, to which there are amendments not relevant to these Rules.

⁽⁹⁾ 1988 c. 50, amended by the Planning (Consequential Provisions) Act 1990, sections 3 and 4, Schedule 1, Part 1 and Schedule 2, paragraph 79(3)(a) and (b).

Information to be provided by all parties

14. Any person entitled or permitted to take part in the inquiry, who proposes to give, or call another person to give, evidence at the inquiry, must send in writing to the National Assembly so as to be received no later than 4 weeks before the inquiry—

- (a) an estimate of the time required to present all their evidence; and
- (b) the number of witnesses that they intend to call to give evidence.

Representatives of government departments at inquiry

15.—(1) Where the National Assembly, any Minister of the Crown or any government department has expressed in writing to the local planning authority a view on an appeal, and the authority refer to that view in a statement prepared pursuant to rule 8(1), the appellant may apply in writing, so as to be received not later than 4 weeks before the date of the inquiry, to the National Assembly for a representative of the National Assembly, Minister or department concerned to be made available at the inquiry.

(2) Where an application is made in accordance with paragraph (1), the National Assembly must make a representative available to attend the inquiry or, as the case may be, send the application to the Minister or department concerned, who must make a representative available to attend the inquiry.

(3) A person attending an inquiry as a representative pursuant to this rule must state the reasons for the expressed view and give evidence and will be subject to cross-examination to the same extent as any other witness.

(4) Nothing in paragraph (3) requires a representative of the National Assembly to answer any question which, in the opinion of the inspector, is directed to the merits of National Assembly policy or requires a representative of a Minister or government department to answer any question which, in the opinion of the inspector, is directed to the merits of government policy.

Written statements of evidence

16.—(1) Any person entitled to take part in an inquiry, who proposes to give, or to call another person to give, evidence at the inquiry by reading a written statement of evidence, must—

- (a) subject to paragraph (2), send 2 copies, in the case of the local planning authority and the appellant, or 3 copies in the case of any other person, of the written statement of evidence together with a written summary, to the National Assembly; and
- (b) in the case of an enforcement appeal, simultaneously send copies of these to any person on whom a copy of the enforcement notice has been served,

and the National Assembly must, as soon as practicable after receipt, send a copy of each written statement of evidence together with any summary to the local planning authority and the appellant.

(2) No written summary is required where the written statement of evidence proposed to be read contains no more than 1500 words.

(3) The written statement of evidence and any summary must be sent to the National Assembly so as to be received no later than—

- (a) 4 weeks before the date fixed for the holding of the inquiry, or
- (b) where a timetable has been arranged pursuant to rule 10 which specifies a date by which the written statement of evidence and any summary must be received by the National Assembly, that date.

(4) The National Assembly must send to the inspector, as soon as practicable after receipt, any written statement of evidence together with any summary sent to it pursuant to this rule within the relevant period, if any, specified in this rule.

(5) Where a written summary is provided in accordance with paragraph (1), only that summary is to be read at the inquiry unless the inspector permits or requires otherwise.

(6) Any person required by this rule to send copies of a written statement of evidence to the National Assembly, or any other person, must send with them the same number of copies of the whole, or the relevant part, of any document referred to in the written statement of evidence, unless a copy of the document or part of the document in question is already available for inspection pursuant to rule 8(13).

(7) The local planning authority must give any person who so requests a reasonable opportunity to inspect and, where practicable, take copies of any document sent to or by them in accordance with this rule.

Statement of common ground

17.—(1) The local planning authority and the appellant must together prepare an agreed statement of common ground and must send it to—

- (a) the National Assembly; and
- (b) in the case of an enforcement appeal, any person on whom a copy of the enforcement notice has been served,

so as to be received not less than 4 weeks before the date fixed for the holding of the inquiry.

(2) The local planning authority must give any person who asks, a reasonable opportunity to inspect and, where practicable, take copies of the statement of common ground sent to the National Assembly.

Procedure at inquiry

18.—(1) Except as otherwise provided in these Rules, the inspector will determine the procedure at an inquiry.

(2) At the start of the inquiry the inspector must identify what are, in the inspector's opinion, the main issues to be considered at the inquiry and any matters on which the inspector requires further explanation from the persons entitled or permitted to take part.

(3) Nothing in paragraph (2) precludes any person entitled or permitted to take part from referring to issues which they consider relevant to the consideration of the appeal but which were not issues identified by the inspector pursuant to that paragraph.

(4) Unless the inspector otherwise determines, the appellant will begin and will have the right of final reply; and the other persons entitled or permitted to take part will be heard in such order as the inspector may determine.

(5) A person entitled to take part in an inquiry is entitled to call evidence and the appellant, the local planning authority and, in the case of an enforcement appeal, any person on whom a copy of the enforcement notice has been served will be entitled to cross-examine persons giving evidence, but, subject to the foregoing and paragraphs (6) and (7), the calling of evidence and the cross-examination of persons giving evidence is otherwise at the discretion of the inspector.

- (6) The inspector may refuse to permit the—
- (a) giving or production of evidence;
 - (b) cross-examination of persons giving evidence; or
 - (c) presentation of any matter,

which the inspector considers to be irrelevant or repetitious; but where the inspector refuses to permit the giving of oral evidence, the person wishing to give the evidence may submit to the inspector any evidence or other matter in writing before the close of the inquiry.

(7) Where a person gives evidence at an inquiry by reading a summary of his written statement of evidence in accordance with rule 16(5)—

- (a) the written statement of evidence referred to in rule 16(1) will be treated as tendered in evidence unless the person required to provide the summary notifies the inspector that they now wish to rely on the contents of that summary alone; and
- (b) the person whose evidence the written statement contains will be subject to cross-examination on it to the same extent as if it were evidence they had given orally.

(8) The inspector may direct that facilities be made available to any person taking part in an inquiry to take or obtain copies of documentary evidence open to public inspection.

(9) The inspector may—

- (a) require any person attending or taking part in an inquiry who, in the inspector's opinion, is behaving in a disruptive manner to leave; and
- (b) refuse to permit that person to return; or
- (c) permit that person to return only on such conditions as the inspector may specify,

but any such person may submit to the inspector any evidence or other matter in writing before the close of the inquiry.

(10) The inspector may allow any person to alter or add to a statement of case served under rule 8 so far as may be necessary for the purposes of the inquiry; but the inspector must (if necessary by adjourning the inquiry) give every other person entitled to, and who does, take part in the inquiry an adequate opportunity of considering any fresh matter or document.

(11) The inspector may proceed with an inquiry in the absence of any person entitled to take part in it.

(12) The inspector may take into account any written representation or evidence or other document received by the inspector from any person before an inquiry opens or during the inquiry provided that the inspector discloses it at the inquiry.

(13) The inspector may from time to time adjourn an inquiry and, if the date, time and place of the adjourned inquiry are announced at the inquiry before the adjournment, no further notice is required.

(14) Where the National Assembly expects the inquiry to last for 8 days or more, any person, who takes part in the inquiry and makes closing submissions, must before the close of the inquiry provide the inspector with a copy of their closing submissions in writing.

Site inspections

19.—(1) The inspector may make an unaccompanied inspection of the land before or during an inquiry without giving notice of that intention to the persons entitled to take part in the inquiry.

(2) During an inquiry or after its close, the inspector—

- (a) may inspect the land in the company of the appellant, the local planning authority and, in the case of an enforcement appeal, any person on whom a copy of the enforcement notice has been served; and
- (b) must make such an inspection if so requested by the appellant or the local planning authority before or during an inquiry.

(3) In all cases where the inspector intends to make an accompanied site inspection, the inspector must announce during the inquiry the date and time at which the inspector proposes to make it.

(4) The inspector may (but is not required to) defer an inspection of the kind referred to in paragraph (2) where any person mentioned in that paragraph is not present at the time appointed.

Procedure after inquiry

20.—(1) After the close of an inquiry, the inspector must make a report in writing to the National Assembly which must include the inspector’s conclusions and recommendations or the inspector’s reasons for not making any recommendations.

(2) Where an assessor has been appointed, the assessor may, after the close of the inquiry, make a report in writing to the inspector in respect of the matters on which the assessor was appointed to advise.

(3) Where an assessor makes a report in accordance with paragraph (2), the inspector must append it to the inspector’s report and must state in the inspector’s report how far the inspector agrees or disagrees with the assessor’s report and, where the inspector disagrees with the assessor, the inspector’s reasons for that disagreement.

(4) When making its decision, the National Assembly may disregard any written representations, evidence or any other document received after the close of the inquiry.

(5) If, after the close of an inquiry, the National Assembly—

- (a) differs from the inspector on any matter of fact mentioned in, or appearing to it to be material to, a conclusion reached by the inspector; or
- (b) takes into consideration any new evidence or new matter of fact (not being a matter of National Assembly policy),

and is for that reason disposed to disagree with a recommendation made by the inspector, it must not come to a decision which is at variance with that recommendation without first notifying the persons entitled to, and who did, take part in the inquiry of its disagreement and the reasons for it.

(6) Any person notified under paragraph (5) must be given the opportunity to make written representations to the National Assembly or (if it has taken into consideration any new evidence or new matter of fact, not being a matter of National Assembly policy) to ask for the re-opening of the inquiry.

(7) Those persons making written representations or requesting the inquiry to be re-opened under paragraph (6) must send such representations or requests to the National Assembly so as to be received within 3 weeks of the date of the National Assembly’s notification under that paragraph.

(8) The National Assembly may, as it thinks fit, cause an inquiry to be re-opened, and it must do so if asked by the appellant or the local planning authority in the circumstances mentioned in paragraph (6) and within the period mentioned in paragraph (7).

(9) Where an inquiry is re-opened under this rule (whether by the same or a different inspector)—

- (a) the National Assembly must send to the persons entitled to, and who did, take part in the inquiry a written statement of the matters on which further evidence is invited; and
- (b) paragraphs (3) to (8) of rule 11 apply as if references to an inquiry were references to a re-opened inquiry.

Notification of decision

21.—(1) The National Assembly must, as soon as practicable after reaching its decision, notify its decision on an appeal, and its reasons for the decision, in writing to—

- (a) the appellant and the local planning authority;
- (b) all other persons entitled to, and who did, take part in the inquiry; and
- (c) any other person who, having taken part in the inquiry, has asked to be notified of the decision.

(2) Where a copy of the inspector’s report is not sent with the notification of the decision, the notification must be accompanied by a statement of the inspector’s conclusions and of any

recommendations made by the inspector, and if a person entitled to be notified of the decision has not received a copy of that report, that person must be supplied with a copy of it on written application to the National Assembly.

(3) In this rule, “report” includes any assessor’s report appended to the inspector’s report but does not include any other documents so appended; but any person who has received a copy of the report may apply to the National Assembly in writing, so as to be received within 6 weeks of the date of the National Assembly’s decision, for an opportunity of inspecting any such documents and the National Assembly must give that person that opportunity.

(4) Any person applying to the National Assembly under paragraph (2) must send their application to the National Assembly so as to be received within 4 weeks of the National Assembly’s determination.

Procedure following remitting of appeal

22.—(1) Where an appeal in respect of which an inquiry has been held is remitted by any court to the National Assembly for re-hearing and re-determination, the National Assembly—

- (a) must send to the persons entitled to, and who did, take part in the inquiry a written statement of the matters on which further representations are invited in order for it to consider the appeal further;
- (b) must give those persons the opportunity of making written representations to it about those matters or asking for the re-opening of the inquiry; and
- (c) may, as it thinks fit, cause the inquiry to be re-opened (whether by the same or a different inspector) and, if it does so, paragraphs (3) to (8) of rule 11 apply as if the references to an inquiry were references to a re-opened inquiry.

(2) Those persons making representations or asking for the inquiry to be re-opened under paragraph (1)(b) must send such representations or requests to the National Assembly so as to be received within 3 weeks of the date of the written statement sent under paragraph (1)(a).

Allowing further time

23. The National Assembly may at any time in any particular case allow further time for the taking of any step which is required or enabled to be taken by virtue of these Rules; and references in these Rules to a day by which, or period within which, any step is required or enabled to be taken are to be construed accordingly.

Additional copies

24.—(1) The National Assembly may at any time before the close of the inquiry request from any person entitled to take part additional copies of the following—

- (a) an outline statement sent in accordance with rule 6;
- (b) a statement of case or comments sent in accordance with rule 8;
- (c) a statement of evidence sent in accordance with rule 16;
- (d) any other document or information sent to the National Assembly before or during an inquiry, and may specify the time within which such copies should be sent to it.

(2) Any person so requested must send the copies to the National Assembly within the period specified.

Transmission of documents

25.—(1) Any document required or authorised to be sent by one person to another under these Rules may be sent by post or by means of electronic communication and any reference in these Rules, however expressed, to writing is to be construed as including a reference to a form capable of being stored on, transmitted to and from, and read by means of a computer.

(2) Where, under these Rules, there is a requirement that a copy of a statement, representation, notice or other document should be sent by one person to another, then, if that copy is sent by means of electronic communication, any further requirement that more than one copy should be sent is to be disregarded.

Revocation, saving and transitional provisions

26.—(1) Subject to paragraphs (2) and (3) of this rule and rule 25 of the Town and Country Planning (Enforcement) (Determination by Inspectors) (Inquiries Procedure) (Wales) Rules 2003(**10**), the Town and Country Planning (Enforcement) (Inquiries Procedure) Rules 1992(**11**) (“the 1992 Rules”) are hereby revoked in relation to Wales.

(2) The 1992 Rules continue to apply to any local inquiry held for the purposes of—

- (a) an enforcement appeal; or
- (b) an appeal under section 195 of the Planning Act,

made before 1st June 2003.

(3) Where an appeal to which the 1992 Rules applied is subsequently remitted to the National Assembly for re-hearing and re-determination in proceedings before any court, the decision must be re-determined in accordance with these Rules.

Signed by authority of the Lord Chancellor

Dated 8th May 2003

Rosie Winterton
Parliamentary Secretary,
Lord Chancellor’s Department

(10) [S.I. 2003/1266](#).

(11) [S.I. 1992/1903](#).

EXPLANATORY NOTE

(This note is not part of the Rules)

These Rules set out the procedure to be followed in connection with local inquiries in Wales held for the purposes of—

- (a) appeals against enforcement notices under section 174 of the Town and Country Planning Act 1990;
- (b) appeals against the refusal or non-determination of an application for a certificate of lawful use or development under section 195 of that Act; and
- (c) appeals against listed building enforcement notices and conservation area enforcement notices under section 39 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (“the Listed Buildings Act”).

These Rules replace, with amendments, the Town and Country Planning (Enforcement) (Inquiries Procedure) Rules 1992 (“the 1992 Rules”) insofar as they apply to Wales. The 1992 Rules are revoked subject to the transitional provisions contained in rule 26.

The principal changes made by these Rules are set out below—

Rule 4(1) contains an additional requirement for the National Assembly for Wales (“the National Assembly”) to inform the appellant and the local planning authority that an inquiry is to be held and rule 4(2) additionally requires the local planning authority to return its completed questionnaires to the National Assembly within 2 weeks of the starting date.

Rule 6 provides that a pre-inquiry meeting will usually be held in the case of an inquiry likely to last for 4 days or more and sets out the procedures involved. It also allows the National Assembly to ask parties at the pre-inquiry meeting for further information.

Rule 8 requires the local planning authority and the appellant to serve 2 copies of their statement of case on the National Assembly and in the case of an enforcement appeal, a copy on any person upon whom an enforcement notice was served, within 6 weeks of the starting date. It also provides for the statements of case to be copied by the National Assembly to the main parties and sets out time limits for the sending of further information and comments to the National Assembly.

Rule 9 allows an inspector to hold a pre-inquiry meeting where the National Assembly did not require one but the inspector thinks it is necessary.

Rule 10 requires the inspector to prepare an inquiry timetable where a pre-inquiry meeting is held or the inquiry is likely to last for 4 days or more.

Rule 11 requires the date fixed for the holding of the inquiry to be not later than 22 weeks from the starting date, where a pre-inquiry meeting is called by the National Assembly not later than 8 weeks after that meeting, or the earliest practicable date after that.

Rule 13 allows Cadw (the Welsh Historic Monuments agency acting on behalf of the National Assembly) to take part in an inquiry where the inquiry relates to an appeal against an enforcement notice under section 38 of the Listed Buildings Act 1990 and, if an application for listed building consent had been properly made, the National Assembly would have been notified of the application by a direction given under section 15 of the Listed Buildings Act 1990.

Rule 14 requires any person who proposes to give, or call another to give, evidence at the inquiry to send particular information to the National Assembly at least 4 weeks before the inquiry.

Rule 16 requires written statements of evidence to be sent to the National Assembly no later than 4 weeks before the inquiry and for the National Assembly to send these on to the inspector.

Rule 17 contains an additional requirement for the local planning authority and the appellant to prepare a statement of common ground and send it to the National Assembly and any person on whom an enforcement notice was served, at least 4 weeks before the inquiry.

Rule 18(2) provides that at the start of the inquiry the inspector will state what they consider to be the main issues to be considered at the inquiry and rule 18(5) allows any person on whom a copy of the enforcement notice was served to cross examine persons giving evidence.

Rule 18(14) requires the inspector to be provided with a copy of closing submissions in writing before the close of the inquiry where the inquiry is expected to last for 4 days or more.

Rule 20(4) enables the National Assembly to disregard any evidence, submissions etc, received after the close of the inquiry.

Rule 21 requires the National Assembly to notify his decision in writing to the appellant, the local planning authority, all persons entitled to, and who did, take part in the inquiry and any other person who did take part in the inquiry and asked to be notified of the decision.

Rule 24 allows the National Assembly to request additional copies of documents before the close of the inquiry.

There are also minor and drafting amendments.