

1981 No. 1743

TRIBUNALS AND INQUIRIES

**The Town and Country Planning (Enforcement)
(Inquiries Procedure) Rules 1981**

Made - - - - - 3rd December 1981

Laid before Parliament 14th December 1981

Coming into Operation 11th January 1982

The Lord Chancellor, in exercise of the powers conferred on him by section 11 of the Tribunals and Inquiries Act 1971(a) and by that section as applied by paragraph 7 of Schedule 9 to the Town and Country Planning Act 1971(b) and after consultation with the Council on Tribunals, hereby makes the following Rules:—

Citation and commencement

1.—(1) These Rules may be cited as the Town and Country Planning (Enforcement) (Inquiries Procedure) Rules 1981.

(2) These Rules shall come into operation on 11th January 1982 but shall not apply to any appeal brought before that date.

Application of Rules

2.—(1) These Rules apply—

- (a) to local inquiries caused by the Secretary of State to be held for the purpose of appeals against enforcement notices made to him under section 88 of the Town and Country Planning Act 1971;
- (b) to local inquiries held by a person appointed by the Secretary of State for the purpose of appeals to the Secretary of State under section 88 of the Town and Country Planning Act 1971, where such appeals fall to be determined by the said person instead of by the Secretary of State by virtue of the powers contained in Schedule 9 to the Act and of regulations made thereunder;
- (c) to local inquiries caused by the Secretary of State to be held for the purpose of appeals against listed building enforcement notices made to him under section 97 of the Town and Country Planning Act 1971;
- (d) to local inquiries caused by the Secretary of State to be held for the purpose of applications for a certificate of established use referred to him under section 95 of the Town and Country Planning Act 1971 and appeals to him under that section.

(a) 1971 c. 62.

(b) 1971 c. 78.

(2) These Rules apply in Greater London, as defined in section 2(1) of the London Government Act 1963(a), subject to the modifications specified in rule 18.

Interpretation

3. In these Rules, unless the context otherwise requires—

“the Act” means the Town and Country Planning Act 1971;

“appellant”, in the case of an application of the kind referred to in rule 2(1)(d), means the applicant;

“appointed person” means—

(i) in relation to an inquiry caused by the Secretary of State to be held, the person appointed by the Secretary of State to hold the inquiry; and

(ii) in relation to an inquiry held by a person appointed by the Secretary of State for the purpose of a transferred appeal, that person;

“county planning authority” and “district planning authority” have the meanings assigned to them by section 1 of the Act;

“enforcement notice” has the meaning assigned to it by section 87(1) of the Act;

“enterprise zone” and “enterprise zone authority” have the meanings assigned to them by Schedule 32 to the Local Government, Planning and Land Act 1980(b);

“established use certificate” has the meaning assigned to it by section 94(2) of the Act;

“inquiry” means a local inquiry to which these Rules apply;

“listed building enforcement notice” has the meaning assigned to it by section 96(2) of the Act;

“the land” means the land to which the relevant enforcement notice, the relevant listed building enforcement notice or the application for an established use certificate (as the case may be) relates;

“local authority” has the meaning assigned to it by section 290(1) of the Act;

“local planning authority” means—

(a) in the case of the appeals referred to in rule 2(1)(a), (b) and (c), the local authority or other body who issued the relevant enforcement notice or the relevant listed building enforcement notice; or

(b) in the case of the applications and appeals referred to in rule 2(1)(d), the county planning authority or district planning authority to whom it fell to determine the application for an established use certificate;

“National Park Committee” has the meaning assigned to it by paragraph 5 of Schedule 17 to the Local Government Act 1972(c);

“transferred appeal” means an appeal which falls to be determined by a person appointed by the Secretary of State pursuant to the provisions of Schedule 9 to the Act and of regulations made thereunder;

“the relevant enforcement notice” means the enforcement notice which is the subject of the appeal;

(a) 1963 c. 33.

(b) 1980 c. 65.

(c) 1972 c. 70.

“the relevant listed building enforcement notice” means the listed building enforcement notice which is the subject of the appeal;

“urban development area” and “urban development corporation” have the meanings assigned to them by section 134 and section 135 respectively of the Local Government, Planning and Land Act 1980.

Notification of inquiry

4.—(1) A date, time and place for the holding of the inquiry shall be fixed and may be varied by the Secretary of State, who shall give not less than 42 days’ notice in writing of such date, time and place to the appellant and to the local planning authority:

Provided that—

- (i) with the consent of the appellant and of the local planning authority, the Secretary of State may give such lesser period of notice as shall be agreed with them, and in that event he may specify a date for service of the statements referred to in paragraphs (1), (4) and (5) of rule 6 and of the list of documents referred to in rule 6(2) later than the date therein prescribed;
- (ii) where it becomes necessary or advisable to vary the time or place fixed for the inquiry, the Secretary of State shall give such notice of the variation as may appear to him to be reasonable in the circumstances.

(2) Without prejudice to the foregoing provisions of this rule, the Secretary of State may require the local planning authority to take one or more of the following steps—

- (a) to publish in one or more newspapers circulating in the locality in which the land is situated such notices of the inquiry as he may direct;
- (b) to serve notice of the inquiry in such form and on such persons or classes of persons as he may specify;
- (c) to post such notices of the inquiry as he may direct in a conspicuous place or places near to the land;

but the requirements as to the period of notice contained in paragraph (1) of this rule shall not apply to any such notices.

(3) Where the land is under the control of the appellant, he shall, if so required by the Secretary of State, affix firmly to some object on the land, in such a manner as to be readily visible to and legible by the public, such notice of the inquiry as the Secretary of State may specify, and thereafter for such period before the inquiry as the Secretary of State may specify, the appellant shall not remove the notice, or cause or permit it to be removed.

Notification of identity of appointed person

5. In the case of a transferred appeal, the Secretary of State shall give to the appellant and to the local planning authority written notice informing them of the name of the appointed person:

Provided that, where, in exercise of his powers under paragraph 4 of Schedule 9 to the Act, the Secretary of State has appointed another person to determine the appeal in the place of a person previously appointed for that purpose and it is not practicable to give written notice of the new appointment before the inquiry is held, in lieu of the Secretary of State’s giving such notice the person holding the inquiry shall, at the commencement thereof, announce his own name and the fact of his appointment.

Service of statements and inspection of documents before inquiry

6.—(1) Where either a government department or a local authority has —

- (a) in the case of an appeal of the kinds referred to in rule 2(1)(a), (b) or (c), expressed in writing—
 - (i) a view as to the expediency of issuing an enforcement notice or listed building enforcement notice in respect of the land;
 - (ii) an opinion on any of the terms of the relevant enforcement notice, or of the relevant listed building enforcement notice (as the case may be); or
 - (iii) a view as to whether planning permission should be granted for the development to which the relevant enforcement notice relates or whether listed building consent should be granted for the works to which the relevant listed building enforcement notice relates (as the case may be); or
- (b) in the case of an application or appeal of the kinds referred to in rule 2(1)(d), expressed in writing the view that an established use certificate should not be granted on the application, or that such a certificate should be granted only in respect of part of the land or only in respect of some one or more of the uses specified in the application,

and the local planning authority propose to rely on such expression of view or opinion in their submissions at the inquiry they shall, not later than 28 days before the date of the inquiry (or such later date as the Secretary of State may specify under proviso (i) to paragraph (1) of rule 4), serve on the appellant a statement to that effect, together with a copy of the expression of view or opinion in question.

(2) Where the local planning authority intend to refer to, or put in evidence, at the inquiry documents (including maps and plans), they shall serve on the appellant, not later than 28 days before the date of the inquiry (or such later date as the Secretary of State may specify under proviso (i) to paragraph (1) of rule 4), a list of such documents, together with a notice stating the times and place at which the documents may be inspected by the appellant; and the local planning authority shall afford him a reasonable opportunity to inspect and, where practicable, to take copies of the documents.

(3) The local planning authority shall afford any other person interested a reasonable opportunity to inspect and, where practicable, to take copies of any statement served under paragraph (1) of this rule, any of the documents referred to in paragraph (2) of this rule and any statement served on them under paragraph (5) of this rule.

(4) In the case of an application or appeal of the kinds referred to in rule 2(1)(d), the local planning authority shall, not later than 28 days before the inquiry (or such later date as the Secretary of State may specify under proviso (i) to paragraph (1) of rule 4) —

- (a) serve on the appellant a written statement of any submission which the local planning authority propose to put forward at the inquiry; and
- (b) supply a copy of the statement to the Secretary of State;

and the authority shall afford any other person interested a reasonable opportunity to inspect and, where practicable, to take copies of the statement.

(5) In the case of any appeal or application of the kinds referred to in rule 2, the appellant shall, if so required by the Secretary of State, serve on the local planning authority and on the Secretary of State, within such time before the inquiry as the Secretary of State may specify, a written statement of the

submissions which he proposes to put forward at the inquiry; and such statement shall be accompanied by a list of any documents (including maps and plans) which the appellant intends to refer to, or put in evidence, at the inquiry, and he shall, if so required by the Secretary of State, afford the local planning authority a reasonable opportunity to inspect and, where practicable, to take copies of such documents.

Appointed person acting in place of Secretary of State

7. Where the appeal is a transferred appeal, the appointed person may himself, in place of the Secretary of State, take such steps as the Secretary of State is required or enabled to take under or by virtue of rule 4, rule 9(2) or rule 10(2).

Appearances at inquiry

8.—(1) The persons entitled to appear at the inquiry shall be—

- (a) the appellant;
- (b) the local planning authority;
- (c) where the land is not in Greater London, the council of the administrative county in which the land is situated, if not the local planning authority;
- (d) where the land is not in Greater London, the council of the district in which the land is situated (or the Council of the Isles of Scilly, as the case may be), if not the local planning authority;
- (e) where the land is in a National Park, the National Park Committee (if any), if not the local planning authority;
- (f) any joint planning board constituted under section 2 of the Act (or any joint planning board or special planning board reconstituted under Part I of Schedule 17 to the Local Government Act 1972), where that board is not the local planning authority;
- (g) where the land is in an area designated as the site of a new town, the development corporation of the new town;
- (h) where the land is in an area designated as an urban development area, the urban development corporation, if not the local planning authority;
- (i) where the land is in an area designated as an enterprise zone, the enterprise zone authority, if not the local planning authority;
- (j) any persons on whom the Secretary of State has required notice to be served under rule 4(2)(b).

(2) Any other person may appear at the inquiry at the discretion of the appointed person.

(3) A local authority may appear by their clerk or by any other officer appointed for the purpose by the local authority, or by counsel or solicitor; and any other person may appear on his own behalf or be represented by counsel, solicitor or any other person.

(4) Where there are two or more persons having a similar interest in the matter under inquiry, the appointed person may allow one or more persons to appear for the benefit of some or all persons so interested.

Representatives of government departments at inquiry

9.—(1) Where the local planning authority have served on the appellant a statement of the kind referred to in paragraph (1) of rule 6 which relates to an

expression of view or opinion by a government department, the appellant may, not later than 14 days before the date of the inquiry, apply in writing to the Secretary of State for a representative of the government department concerned to be made available at the inquiry.

(2) Where an application is made to the Secretary of State under the last foregoing paragraph he shall—

(a) in the case of a view or opinion expressed by his own department, make a representative of his department available to attend the inquiry; or

(b) in any other case, transmit the application to the other government department concerned, who shall make a representative of that department available to attend the inquiry.

(3) A representative of the Secretary of State's department who, in pursuance of this rule, attends an inquiry shall state the reasons for the view or opinion expressed by his department and shall give evidence and be subject to cross-examination to the same extent as any other witness.

(4) A representative of a government department other than the Secretary of State's department who, in pursuance of this rule, attends an inquiry shall be called as a witness by the local planning authority and shall state the reasons for the view expressed by his department, and shall give evidence and be subject to cross-examination to the same extent as any other witness.

(5) Nothing in either of the last two foregoing paragraphs shall require a representative of a government department to answer any question which in the opinion of the appointed person is directed to the merits of government policy, and the appointed person shall disallow any such question.

Representatives of local authorities at inquiry

10.—(1) Where the local planning authority have served on the appellant a statement of the kind referred to in paragraph (1) of rule 6 which relates to an expression of view or opinion by a local authority, the appellant may, not later than 14 days before the date of the inquiry, apply in writing to the Secretary of State for a representative of the authority concerned to be made available to attend the inquiry.

(2) Where an application is made to the Secretary of State under the last foregoing paragraph he shall transmit the application to the authority concerned, who shall make a representative of the authority available to attend the inquiry.

(3) A representative of a local authority who, in pursuance of this rule, attends an inquiry shall be called as a witness by the local planning authority and shall state the reasons for the view or opinion expressed by the authority and shall give evidence and be subject to cross-examination to the same extent as any other witness.

Procedure at inquiry

11.—(1) Except as otherwise provided in these Rules, the procedure at the inquiry shall be such as the appointed person shall in his discretion determine.

(2) Unless in any particular case the appointed person with the consent of the appellant otherwise determines, the appellant shall begin and shall have the right of final reply; and the other persons entitled or permitted to appear shall be heard in such order as the appointed person may determine.

(3) The appellant and the local planning authority shall be entitled to call evidence and cross-examine persons giving evidence, but any other person appearing at the inquiry may do so only to the extent permitted by the appointed person.

(4) The appointed person shall not require or permit the giving or production of any evidence, whether written or oral, which would be contrary to the public interest; but save as aforesaid and without prejudice to the provisions of rule 9(5) any evidence may be admitted at the discretion of the appointed person, who may direct that documents tendered in evidence may be inspected by any person entitled or permitted to appear at the inquiry and that facilities be afforded him to take or obtain copies thereof.

(5) The appointed person may allow the appellant or the local planning authority—

(a) to alter or add to the submissions contained in any statement served under rule 6 of these Rules or under any other enactment requiring the serving of a statement before the inquiry;

(b) to alter or add to any list of documents which accompanied any such statement,

so far as may be necessary for the purpose of determining the questions in controversy between the parties, but shall (if necessary by adjourning the inquiry) give the local planning authority or the appellant, as the case may be, an adequate opportunity of considering any such fresh submission or document; and the appointed person may make a recommendation to the Secretary of State as to the payment of any additional costs occasioned by such adjournment.

(6) If any person entitled to appear at the inquiry fails to do so, the appointed person may proceed with the inquiry at his discretion.

(7) The appointed person shall be entitled (subject to disclosure thereof at the inquiry) to take into account any written representations or statements received by him before the inquiry from any person.

(8) The appointed person may from time to time adjourn the inquiry and, if the date, time and place of the adjourned inquiry are announced before the adjournment, no further notice shall be required.

Site inspections

12.—(1) The appointed person may make an unaccompanied inspection of the land before or during the inquiry without giving notice of his intention to the persons entitled to appear at the inquiry.

(2) The appointed person may, and shall if so requested by the appellant or the local planning authority before or during the inquiry, inspect the land after the close of the inquiry and shall, in all cases where he intends to make such an inspection, announce during the inquiry the date and time at which he proposes to do so.

(3) The appellant and the local planning authority shall be entitled to accompany the appointed person on any inspection after the close of the inquiry; but the appointed person shall not be bound to defer his inspection if any person entitled to accompany him is not present at the time appointed.

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- (a) the appeal is not a transferred appeal; or
- (b) the appeal is a transferred appeal but the Secretary of State has, under paragraph 3 of Schedule 9 to the Act, directed that the appeal shall be determined by the Secretary of State,

the appointed person shall after the close of the inquiry make a report in writing to the Secretary of State which shall include the appointed person's findings of fact, his conclusions and his recommendations, if any (or his reason for not making any recommendation).

Procedure after inquiry

14.—(1) Where, in a case where a report is made to the Secretary of State by the appointed person in accordance with the requirement in rule 13, the Secretary of State—

- (a) differs from the appointed person on a finding of fact; or
- (b) after the close of the inquiry takes into consideration any new evidence (including expert opinion on a matter of fact) or any new issue of fact (not being a matter of government policy) which was not raised at the inquiry,

and by reason thereof is disposed to disagree with a recommendation made by the appointed person, he shall not come to a decision which is at variance with any such recommendation without first notifying the appellant and the local planning authority of his disagreement and the reasons for it and affording them an opportunity of making representations in writing within 21 days or (if the Secretary of State has taken into consideration any new evidence or any new issue of fact, not being a matter of government policy) of asking within 21 days for the reopening of the inquiry.

(2) If, in the case of a transferred appeal, the appointed person proposes, after the close of the inquiry, to take into consideration any new evidence (including expert opinion on a matter of fact) or any new issue of fact (not being a matter of government policy) which was not raised at the inquiry and which he considers to be material to his decision, he shall not come to a decision without first notifying the appellant and the local planning authority of the substance of the new evidence or of the new issue of fact and affording them an opportunity of making representations thereon in writing within 21 days or of asking within that time for the reopening of the inquiry.

(3) The Secretary of State or, in the case of a transferred appeal, the appointed person may, in any case if he thinks fit, cause the inquiry to be reopened, and shall cause it to be reopened if asked to do so in accordance with paragraph (1) or paragraph (2) of this rule (as the case may be); and if the inquiry is reopened, paragraphs (1) and (2) of rule 4 shall apply as they applied to the original inquiry, with the following modifications:—

- (a) for the figure “42” in paragraph (1), there shall be substituted the figure “28”;
- (b) in the case of a transferred appeal, for references to the Secretary of State, wherever they occur, there shall be substituted references to the appointed person.

Costs

15. Where any person makes application at the inquiry for an award of costs, the appointed person shall report in writing the proceedings on such applica-

tion to the Secretary of State and draw attention to any considerations which appear to him to be relevant to the Secretary of State's decision and he may include in his report a recommendation on the matter.

Notification of decision

16.—(1) In the case of a transferred appeal, the appointed person shall (unless the Secretary of State has, under paragraph 3 of Schedule 9 to the Act, directed that the appeal shall be determined by the Secretary of State) notify his decision and his reasons therefor in writing to the appellant, to the local planning authority and to any person who, having appeared at the inquiry, has asked to be notified of the decision.

(2) In the case of an appeal which falls to be determined by the Secretary of State, the Secretary of State shall notify his decision, and his reasons therefor, in writing to the appellant, to the local planning authority and to any person who, having appeared at the inquiry, has asked to be notified of the decision.

(3) Where a decision is notified in accordance with paragraph (2) of this rule and a copy of the appointed person's report is not sent with the notification of decision, the notification shall be accompanied by a summary of the appointed person's conclusions and recommendations; and if any person entitled to be notified of the Secretary of State's decision under the said paragraph (2) has not received a copy of the appointed person's report, he shall be supplied with a copy thereof on written application made to the Secretary of State within one month from the date of his decision.

(4) For the purposes of paragraph (3) of this rule "report" does not include documents, photographs or plans appended to the appointed person's report, but any person entitled to be supplied with a copy of the report under that paragraph may apply to the Secretary of State in writing within six weeks of the notification to him of the decision or the supply to him of the report, whichever is the later, for an opportunity of inspecting such documents, photographs and plans and the Secretary of State shall afford him an opportunity accordingly.

(5) In the case of a transferred appeal, any person entitled to be notified of the decision of the appointed person under paragraph (1) of this rule may apply to the Secretary of State in writing within six weeks of the notification to him of the decision for an opportunity of inspecting any documents, photographs or plans listed in the notification and the Secretary of State shall afford him an opportunity accordingly.

Service of notices by post

17. Notices or documents required or authorised to be served or sent under the provisions of any of these Rules may be sent by post.

Application to Greater London

18. In their application to Greater London these Rules shall apply with the following modifications:—

(a) in rule 2—

(i) after the definition of "the Act" there shall be added:—

“ “the Act of 1963” means the London Government Act 1963”; and

- (ii) for the definition of "local planning authority", the following definition shall be substituted:—

“ “local planning authority” means—

- (a) in relation to the appeals referred to in rule 2(1)(a), (b) and (c), the local authority or other body who issued the relevant enforcement notice or listed building enforcement notice; or
- (b) in relation to the applications and appeals referred to in rule 2(1)(d), the Common Council of the City of London or the council of the London borough in which the land is situated, as the case may be;”;

- (b) for rule 7(1)(c) and (d) there shall be substituted the following:—

- “(c) the Greater London Council, if not the local planning authority;
- (d) the council of the London borough in which the land is situated, if not the local planning authority;”.

Dated 3rd December 1981.

Hailsham of St. Marylebone, C.

EXPLANATORY NOTE

(This Note is not part of the Rules.)

These Rules prescribe the procedure to be followed in connection with local inquiries held for the purpose of appeals under section 88 of the Town and Country Planning Act 1971 against enforcement notices, appeals under section 97 of that Act against listed building enforcement notices, appeals under section 95 of that Act in respect of applications for established use certificates and applications for such certificates which the Secretary of State has directed shall be referred to him for determination. Insofar as appeals under section 88 of the Act are concerned, the rules apply both to inquiries held for the purpose of appeals which are being determined by the Secretary of State and to inquiries held for the purpose of appeals which fall to be determined by a person appointed by the Secretary of State (the other appeals to which the rules apply, and referred applications for established use certificates, are all determined by the Secretary of State).

Rules 4 to 6 prescribe the procedure before an inquiry. Under the provisions of rule 4, not less than 42 days' notice of the inquiry must be given by the Secretary of State, unless the appellant and the local planning authority agree to shorter notice; and the Secretary of State may require the local planning authority and the appellant to give public notice of the inquiry. Rule 5, which applies to inquiries held for the purpose of enforcement appeals which have been transferred to an appointed person for determination, requires the Secretary of State to notify the appellant and the local planning authority of the name of the appointed person. Rule 6 requires the local planning authority to serve on the appellant, not later than 28 days before the inquiry, a list of any documents on which they intend to rely at the inquiry and, where they propose to rely on a view or opinion expressed by a government department or local

authority, a statement to that effect (with a copy of the expression of the view or opinion). In the case of an appeal relating to an application for an established use certificate (or an application for such a certificate which has been referred to the Secretary of State for determination), the local planning authority are required to serve on the appellant, not later than 28 days before the inquiry, a statement of the submissions which they propose to put forward at the inquiry. (There is no such requirement in these rules in relation to enforcement appeals and listed building enforcement appeals because the matter is covered by the requirements of regulation 6 of the Town and Country Planning (Enforcement Notices and Appeals) Regulations 1981 (S.I. 1981/1742).) The Secretary of State may (in respect of any inquiry to which the rules apply) require the appellant to serve on the local planning authority a statement of the submissions he proposes to put forward at the inquiry and a list of any documents which he intends to refer to or put in evidence. There are provisions to secure that members of the public have an opportunity of inspecting and taking copies of statements served under rule 6 and documents specified in lists served under that rule.

Rule 7 provides that, in the case of an appeal which has been transferred to an appointed person for determination, the appointed person is empowered to take any steps which the Secretary of State is required or empowered to take under the rules.

Rules 8 to 10 deal with appearances at the inquiry. Rule 8 specifies the persons and bodies who are entitled to appear at the inquiry; while rules 9 and 10 provide for the attendance at the inquiry, at the appellant's request, of a representative of a government department or local authority who have expressed a view or opinion on which the local planning authority propose to rely. Such a representative is required to give evidence and is subject to cross-examination to the same extent as any other witness.

Rule 11 prescribes the procedure at the inquiry and rule 12 provides for the inspection by the person holding the inquiry of the site to which the appeal or referred application relates.

Rules 13 and 14 make provisions relating to procedure after the inquiry. Rule 13, which applies only to an appeal or application which is being determined by the Secretary of State, requires the person holding the inquiry to make a report to the Secretary of State, such report to include his findings of fact, his conclusions and his recommendations (if any). Rule 14, which applies both to appeals and applications which are to be determined by the Secretary of State and to appeals which are transferred to an appointed person for determination, deals with the situation where the Secretary of State is disposed to disagree with a recommendation made in the report of the person who held the inquiry by reason of a difference on a finding of fact or of having taken into consideration new evidence or a new issue of fact, or where the appointed person proposes (after the close of the inquiry) to take into account new evidence or a new issue of fact. The appellant and the local planning authority must be given an opportunity of making representations on the difference on a finding of fact, new evidence or new issue (as the case may be) before a decision is made and, in the case of new evidence or a new issue of fact, given an opportunity of asking for the inquiry to be reopened.

Rule 15 provides that, where an application for an award of costs has been made at the inquiry, the person holding the inquiry shall make a report on the matter to the Secretary of State.

Rule 16 requires that the decision on the appeal or referred application shall be notified in writing, together with the reasons for the decision, to the appellant and local planning authority and to any other person who appeared at

the inquiry and has asked to be notified of the decision. The rule also provides, in the case of an appeal or application determined by the Secretary of State, for copies of the report of the inquiry to be sent to the appellant, the local planning authority and any other person who is entitled to be notified of the decision. There are provisions concerning the inspection, by persons entitled to be notified of the decision, of any documents, photographs or plans appended to the report of the inquiry or (in the case of an appeal determined by an appointed person) listed in the notification of decision.

Rule 17 provides for the service of notices or documents by post, and rule 18 applies the rules to Greater London, with certain modifications.

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