

## SCHEDULE 4

### Procedure for appeal against a decision of the appropriate body

#### **Time for and manner of making an appeal**

2.—(1) An appeal is to be made by sending a notice of appeal to the proper officer so that it is received not later than the end of the period of 20 working days beginning with the date on which the appellant received notice under regulation 16(5) of the disputed decision.

(2) The Council may extend the time limit imposed by sub-paragraph (1) whether or not that time limit has already expired, but must not do so unless it is satisfied that not to extend the time limit would result in substantial injustice.

(3) Where the appellant considers it likely that a notice of appeal will be received outside the time limit imposed by sub-paragraph (1) that person may include with the notice of appeal a statement of the reasons on which that person relies to justify the delay and the Council must consider any such statement in deciding whether or not to extend the time limit.