

**Planning inquiries: the basic procedure**

<b>Timing</b>	<b>Action by Planning Inspectorate</b>	<b>Action by Appellant</b>	<b>Action by local planning authority</b>
	Inspectorate accepts validity of appeal		
	Inspectorate sends out a letter to the appellant and the LPA: <ul style="list-style-type: none"> <li>• confirming the 'starting date' which starts the timetable running,</li> <li>• explaining the inquiry procedure,</li> <li>• setting a date for the inquiry itself and</li> <li>• appointing a suitable Inspector</li> </ul>		
<b>Within 2 weeks of the starting date</b>			LPA tells interested people about the appeal
<b>Within 6 weeks of the starting date</b>		Appellant sends two copies of its statement of case (together with a list of any documents and plans) to the Inspectorate	LPA sends two copies of its statement of case (together with a list of any documents and plans) to the Inspectorate
	Upon receiving the statements of case, the Inspectorate sends the appellant and the LPA copies of the statements of case of the other party and any comments from interested people		

<b>Within 9 weeks of the starting date</b>		Appellant can send the Inspectorate any comments on the LPA's statement of case and on the comments from interested people	LPA can send the Inspectorate any comments on the appellant's statement of case and on the comments from interested people
	Inspectorate may call for a pre-inquiry meeting if the inquiry is complicated or involves a number of people and will give at least 2 weeks notice of any such meeting		
	Inspectorate may request additional information be provided in writing by either party and will then ensure that a copy of this further information is sent to the other party	Appellant may in writing request the LPA to send a copy of any document referred to in its list of documents  Appellant may need to provide any further information requested by the Inspectorate	LPA may in writing request the appellant to send a copy of any document referred to in its list of documents  LPA may need to provide any further information requested by the Inspectorate
<b>At least 4 weeks before the inquiry</b>		Any witness statements to be read out at the inquiry must be sent to the Inspectorate in duplicate  The statement of common ground should be negotiated with the LPA and a written copy of the statement sent to the Inspectorate	Any witness statements to be read out at the inquiry must be sent to the Inspectorate in duplicate  The statement of common ground should be negotiated with the appellant and a written copy of the statement sent to the Inspectorate
	Inspectorate sends the appellant and the LPA copies of the proofs of the other party		
		The appellant may submit rebuttals to the proofs of evidence of the LPA	LPA may submit rebuttals to the proofs of evidence of the other appellant
<b>Two weeks before the inquiry</b>		Appellant must put up a notice on site giving details of the inquiry arrangements (unless the appellant does not own the	LPA will be asked to tell the local papers and anyone else who may be interested or affected by the proposals

		site)	LPA may be required to erect the notice of the inquiry arrangements on site if the appellant does not own the site
<b>At the Inquiry</b>	Inspector introduces himself and explains the process of the inquiry including the order of presentation		
		Usually the appellant will make its brief opening statement first	
			LPA will usually then make its opening statement before presenting its case and calling its witnesses
	Inspector may then cross examine any witnesses	The appellant may then cross examine any witnesses	
			The LPA has the chance to re-examine some or all of its witnesses
		The appellant will then present its case and call any witnesses	
	Inspector may then cross examine any witnesses		LPA may then cross examine any witnesses
	The Inspector may allow other interested parties to put across their points and the Inspector may allow them to be questioned or ask questions		
			The LPA will have the right to make its closing statement
		Finally the appellant will make its closing statement	

<b>Before, during or after the inquiry</b>	Inspector will usually carry out the site visit alone before the inquiry starts but the appellant or the LPA can ask for a further visit during or after the inquiry and may ask to be present for that visit		
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SJ Berwin LLP  
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