

## NOTICE OF REVIEW

### (LOCAL DEVELOPMENT – DECISION BY APPOINTED PERSON)

This Form is for a review by the West Lothian Council Local Review Body under Section 43A(8) of the Town and Country Planning (Scotland) Act 1997 in respect of decisions by the appointed person on local development applications.

The review will be conducted under the Town and Country Planning (Schemes of Delegation and local Review Procedure) (Scotland) Regulations 2008.

Please read and follow the accompanying West Lothian Council Local Review Body Guidance Notes when completing this form. Failure to supply all the relevant information or to lodge the form on time could invalidate your notice of review.

**Use BLOCK CAPITALS if you are completing the form by hand.**

<b>PART A</b>	<b>APPLICANT'S DETAILS</b>	Name _____  Address _____ _____  Postcode _____  Telephone No. (1) _____ Telephone No. (2) _____  Fax : _____  E-mail : _____
	<b>REPRESENTATIVE (if any)</b>	Name _____  Address _____ _____  Postcode _____  Telephone No. (1) _____ Telephone No. (2) _____  Fax : _____  E-mail : _____
	Please tick this box if you wish all contact to be through your representative. <input style="float: right; margin-left: 20px;" type="checkbox"/>	
	Do you agree to correspondence regarding your review being sent by e-mail? * <b>YES/NO</b>	

<b>PART B</b>	<b>APPLICANT REF. NO.</b>	_____
	<b>SITE ADDRESS</b>	_____ _____ _____
	<b>DESCRIPTION OF PROPOSED DEVELOPMENT</b>	_____ _____ _____
	<b>DATE OF APPLICATION</b>	_____
	<b>DATE OF DECISION NOTICE (IF ANY)</b>	_____

**Note:-** This notice must be served on the planning authority within three months beginning with the date of the decision notice or, if no decision notice was issued, from the date of expiry of the period allowed for determining the application.

**Type of Application** (please tick the appropriate box)

Application for planning permission (including householder application)	<input type="checkbox"/>
Application for planning permission in principle	<input type="checkbox"/>
Further application (including development that has not yet commenced and where a time limit has been imposed; renewal of planning permission; and/or modification, variation or removal of a planning condition)	<input type="checkbox"/>
Application for approval of matters specified in conditions	<input type="checkbox"/>

<b>PART C</b>	<b>TYPE OF REVIEW CASE</b>	
	Refusal of application by appointed officer	<input type="checkbox"/>
	Failure by appointed officer to determine the application within the period allowed	<input type="checkbox"/>
Conditions imposed on consent by appointed officer	<input type="checkbox"/>	





**PART D**

**REVIEW PROCEDURE**

The Local Review Body will decide on the procedure to be used to determine your review and may at any time during the review process require that further information or representations be made to enable them to determine the review.

Can this review continue to a conclusion, in your opinion, based on a review of the relevant information provided by yourself and other parties, without any further procedures?. For example, written submission, hearing session, site inspection \*

\*Please indicate what procedure (or combination of procedures) you think is most appropriate for the handling of your review. You may select more than one option if you wish the review to be a combination of procedures.

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If you have selected "further written submissions" or "hearing session(s)", please explain which of the matters you have included in your statement of reasons you believe ought to be subject of those procedures, and why.

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**SITE INSPECTION**

The Local Review Body may decide to inspect the land which is subject to the review.

Can the site be viewed entirely from public land?

**\* YES/NO**

Is it possible for the site to be accessed safely, and without barriers to entry?

**\* YES/NO**

If you think the Local Review Body would be unable to undertake an unaccompanied site inspection, please explain why that may be the case.

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<b>PART E</b>	<p><b>CHECKLIST</b></p> <p>Please mark the appropriate boxes to confirm you have provided all supporting documents and evidence relevant to your review. Failure to supply all the relevant information or to lodge the form on time could invalidate your notice of review.</p> <p><b>Full completion of all parts of this form</b></p> <p><b>Statement of your reasons for requiring a review and matters to be raised</b></p> <p><b>Statement of your preferred procedure</b></p> <p><b>All documents, materials and evidence INCLUDING LOCATION PLANS AND/OR DRAWINGS which you intend to rely on. Copies must accompany this notice.</b></p> <p>Where your case relates to another application (e.g. it is a renewal of planning permission or a modification, variation or removal of a planning condition, or an application for approval of matters specified in conditions), it is advisable to provide that other application reference number, approved plans and decision notice from that earlier consent.</p>	<table border="1"> <tr><td style="height: 30px;"></td></tr> <tr><td style="height: 30px;"></td></tr> <tr><td style="height: 30px;"></td></tr> <tr><td style="height: 30px;"></td></tr> </table>				

**\*\*\*DECLARATION\*\*\***

**I, the applicant/agent\*, hereby require West Lothian Council to review the case as set out in this form and in the supporting documents, materials and evidence lodged with it and which includes those plans/drawings that were used by the Appointed Person when determining the original planning application.**

**I have been provided with a copy of the West Lothian Council Local Review Body Guidance Notes before lodging this notice.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

\* Delete as appropriate

Please email this completed form to :-

[committeeservices@westlothian.gov.uk](mailto:committeeservices@westlothian.gov.uk) or alternatively post to :-

Committee Services  
West Lothian Council  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

# Privacy Notice – Local Review Body

## Information held about you

West Lothian Council will hold the personal information provided in the review application form and review documents.

## Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

## How will we use information we hold about you?

West Lothian Council will use the information provided by you to process your review application.

## Who we will share your information with?

The information will be shared with members of the public in Council offices and on the Council's website until the review is determined as required by law.

## How long do we keep your records?

We will keep your information for 6 years from the date of determination of your review.

## Providing accurate information

It is important that we hold accurate and up to date information about you in order to contact you in connection with your review. If any of your details change in the future, please ensure that you tell us as soon as possible so that we can update your records.

## Further information and your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – [committeeservices@westlothian.gov.uk](mailto:committeeservices@westlothian.gov.uk)

If you have any questions or concerns about how your information is used, please contact Committee Services. You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West

Lothian, EH54 6FF, email: [dpo@westlothian.gov.uk](mailto:dpo@westlothian.gov.uk). More information about data protection and how it applies to you, including how to make a complaint, is available from the [Information Commissioner's Office](#)