

APPEALS FORM - YOUR CONTACT DETAILS

Your Title and Surname

Your Forename(s)

Your Contact Email Address

Your Correspondence Address

Daytime Telephone Number(s)

About your appeal

Under section 17 of the Parochial Collection of Waste (Guernsey) Law, 2015 an occupier who receives a civil penalty notice may appeal to the Parochial Appeals Tribunal.

To appeal, you must complete this appeal form and return it, together with the appeal fee of £25.00 to the address shown on the form. The completed form, any accompanying documents and the appeal fee must be received before the end of a period of 28 days starting with the date on which the civil penalty notice was served.

You should include the following documents with your appeal:

- A copy of any warning notice which may have been issued
- A copy of the civil fixed penalty notice
- A copy of any other correspondence, including emails, between you, your parish or the Waste Disposal Authority in relation to the matter/s which is/are subject of the civil penalty notice
- Any photographs you may wish the Tribunal to consider as part of your appeal
- Any other material you believe is relevant to your appeal.

About your Appeal

Name of Parish whose decision you are appealing

Date of Warning Notice (if any)

Date of Civil Fixed Penalty Notice

Date you were notified of the decision

Address of appeal site

Grounds for your appeal - Please put a tick in the relevant box(es)

Under the legislation your appeal needs to be based on one, or more, legal grounds.

Please indicate which of the following grounds you believe applies:

Ultra vires or there was some other error of law

Unreasonable

Made in bad faith

Lacked proportionality

Subject to a material error as to the facts or procedure

Summary of Events

Your comments and supporting information about the grounds for your Appeal

Parochial Appeals Tribunal

The Parochial Appeals Tribunal is an independent body that won't have records or correspondence regarding your case other than what you (and the Parish) supply. You should therefore include any relevant documents supporting your Appeal with this form, e.g. copies of letters, notices, notes of phone-calls, dated photos of the site, plans, maps etc. **Please list all the attachments in the box below.**

An administrative appeal fee of **£25** is payable for each appeal. **Please confirm in the box above that you have therefore enclosed a cheque made payable to "States of Guernsey" with this form.**

Your Signature

Date

Guidance on completing this form

1. Before completing your appeal form you are strongly recommended to read the guidance notes on the Parochial Appeals Tribunal to assist you in preparing your appeal. Copies of all the legislation and guidance notes can be found on the States website at www.gov.gg/pat. Electronic and paper copies are also available from the Secretary to the Parochial Appeals Tribunal - contact details below. Your Parish may also have paper copies of the appeals forms.
2. The legal deadlines for submitting an appeal to the Parochial Appeals Tribunal in relation to a civil fixed penalty notice issued under section 11 of the Parochial Collection of Waste (Guernsey) Law, 2015 is **28 days commencing on the date the civil fixed penalty notice was served.**
3. Please complete a separate form for each appeal, e.g. if you are appealing more than one civil penalty notice, you should complete a separate form for each appeal.
4. Please complete all relevant sections of this form and attach all the supporting material, together with the administrative fee of £25. **Your cheque should be made payable to the "States of Guernsey"**. Please note, if you are appealing the issue of more than one civil fixed penalty notice, a separate appeal fee is payable for each civil fixed penalty notice appealed.
5. If you do not provide the necessary evidential documentation with this application form it may delay your appeal.

COMPLETED APPEAL FORMS WITH THE APPEAL FEE MUST BE POSTED OR DELIVERED TO:

**THE SECRETARY
PAROCHIAL APPEALS TRIBUNAL
SIR CHARLES FROSSARD HOUSE
LA CHARROTERIE
ST. PETER PORT
GUERNSEY GY1 1FH**

Telephone - (01481) 717000 Email - pat@gov.gg