

**FOR OFFICE USE ONLY**

DATE FORM RECEIVED:  
CONFIRM PAYMENT RECEIVED:  
ACTION TAKEN:

**APPEALS FORM - YOUR CONTACT DETAILS**

Your Title and Surname

Your Forename(s)

Your Contact Email Address(es)

Your Correspondence Address

Daytime Telephone Number(s)

**About your appeal - What are you appealing? Please put a tick in the relevant box**

**1. Loi Relative aux Douits, 1936**

**Section 8 Warning Notice (appeal period—7 days from date of Notice)**

(a Warning Notice served by a Parish on you because in the Parish's opinion you have failed to clear a watercourse or failed to clear obstructions within a watercourse or failed to repair the banks of a watercourse)

**Section 8 Civil Penalty (appeal period—14 days from date of Penalty)**

(a Civil Penalty issued by a Parish for failing to comply with a Section 8 Warning Notice)

**Section 9 Notice (appeal period—7 days from date of Notice)**

(a Notice served by the Central Streams Committee (i.e. the States' Trading Supervisory Board) to instruct a States' employee or another contractor to go onto the property and carry out the required work and recover the costs from you as a civil debt)

**2. The Cutting of Hedges Ordinance, 1953 (as amended)**

**Section 1A(1) Warning Notice (appeal period—7 days from date of Notice)**

(a Warning Notice served by a Parish on you because in the Parish's opinion you have failed to cut back a hedge or failed to remove cuttings from a public road in accordance with the legislation)

**Section 1A(4) Civil Penalty (appeal period—14 days from date of Penalty)**

(a Civil Penalty issued by a Parish for failing to comply with a Section 1A(1) Warning Notice)

**3. Ordonnance ayant rapport à la Construction de Maisons, Salles Publiques et Bâtiments et au Tracement de Route et Chemins, 1931 (appeal period—28 days from date of decision letter)**

(a refusal by a Parish to grant a Bornement)

## About your Appeal

Name of Parish whose decision you are appealing

Address of appeal site

Date of Warning Notice (if any)

Date of Civil Penalty Notice (if any)

Date you were notified of the decision

Please note - If you are appealing a notice regarding a stream AND a notice issue regarding a hedge then two separate appeals forms must be submitted; similarly if you have been issued notices by 2 or more parishes then a separate appeals form must be completed for each (even if it is for the same stream or hedgerow).

## 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**

A large, empty rectangular box with a thin black border, intended for a 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 the relevant documents supporting your Appeal with this form, e.g. copies of letters, notices, notes of phonecalls, 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](http://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 appeals to the Parochial Appeals Tribunal are as follows:
  - (a) **Refusal of a Bornement - 28 days**, commencing on the date of the letter from the Parish advising of its decision made under Article 36 or 37 of L'Ordonnance ayant rapport à la Construction de Maisons, Salles Publiques et Bâtiments, et au Tracement de Routes et Chemins, 1931;
  - (b) **Warning Notices for failure to cut a roadside hedge or clear a watercourse - 7 days**, commencing on the date of any Warning Notices issued under section 1A(1) of the Cutting of Hedges Ordinance, 1953 or section 8 of the Loi relative aux Douits, 1936;
  - (c) **Civil Penalties for failure to cut a roadside hedge or clear a watercourse - 14 days**, commencing on the date of any Civil Penalty issued by the Parish under section 1A(4) of the Cutting of Hedges Ordinance, 1953 or section 8 of the Loi relative aux Douits, 1936;
  - (d) **Notices advising of the Parish's intention to carry out work on an uncleared watercourse - 7 days**, commencing on the date of the notice issued by the Parish under section 9 of the Loi relative aux Douits, 1936.
4. Please complete a separate form for each appeal, e.g. if you are appealing a Warning Notice issued under the Loi relative aux Douits, 1936 and one issued under the Cutting of Hedges Ordinance, 1953, you should complete two separate forms even if it is for the same site.
5. 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"**.
6. If you do not provide the necessary evidential documentation with this application form then 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](mailto:pat@gov.gg)