

THE APPEAL PROCESS

This is the process whereby an applicant can challenge an adverse decision on a planning application by means of written representations and a hearing or formal inquiry proceedings. In planning terms, it is the right of an applicant to seek a review of a decision made by the Town and Country Planning Division in respect of an application. Appeals are heard by the Advisory Town Planning Panel (ATPP) on behalf of the Minister with responsibility for Town and Country Planning. The final decision on whether consideration for the proposal should be granted is made by the Minister of Planning and Development.

The following steps must be taken to lodge an Appeal:

- Applicants must write a letter requesting the review of a Town and Country Planning Division decision and address it to:

*Secretary,
Advisory Town Planning Panel,
Level 12,
Eric Williams Finances Building,
Independence Square, Port of Spain*

- The review letter should include the following:
 - ✓ Subject and location of site (as identified by Town and Country Planning Division's Refusal or Approval Letter)
 - ✓ Reasons for requesting a review
 - ✓ Proper mailing address
 - ✓ Telephone contact number
- Documents to be attached with the letter
 - ✓ Copy of Town and Country Planning Division's approval or refusal letter
 - ✓ In cases of a subdivision, you are required to submit a copy of a Cadastral Sheet or a Site Plan Layout
 - ✓ Any other supporting documentation or pictures relevant to the matter.

After submitting the letter to the Advisory Town Planning Panel (ATPP), the review process is as follows

- **ACKNOWLEDGEMENT LETTER**- a letter acknowledging receipt of your documents will be forwarded to you.
- **INVITATION LETTER**- this letter serves to inform the applicant of the date and time at which they will be given the opportunity to present their matter before the Panel. A telephone call would also be made to the applicant informing them of same.
- **APPEAL HEARING**- an appeal meeting would be scheduled to which appeal case will be heard and discussed.
- **DETERMINATION LETTER**- this letter will indicate the final decision of the Honourable Minister on the matter which was brought before the panel.
- **RESUBMISSION OF APPEAL**- where the Minister with responsibility for Town and Country Planning has granted consideration to the proposed development and a new application to Town and Country Planning Division must be submitted for approval.