

The information collected on this form is required for the processing of your appeal by the Public Lands Appeal Board. This information is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP), which provides that personal information may be collected if it relates directly to and is necessary for the processing of your appeal. If you have concerns with your information being part of the public record or if you have questions about the collection of this information, you may write to or call the Appeals Coordinator at 780-427-6207.

Please be aware that the information you provide on this form will be considered a public record in accordance with section 166(1)(a)(iii) of the *Public Lands Administration Regulation*.

IS THIS THE RIGHT FORM?

Use this form for all appeals under the *Public Lands Act*, except Summary Appeals. Summary Appeals are for appealing a Stop Order or Removal by an officer from a particular site.

DEADLINES

This Notice of Appeal form for a General or Complex Appeal must be received by the Appeals Coordinator by the earliest of the following:

- I 20 days after the appellant received the decision which is objected to,
- I 20 days after the appellant became aware of this decision or should have become aware of this decision, or
- I 45 days after this decision was made.

The Appeals Coordinator **must reject any late or incomplete Notices of Appeals** unless the Coordinator is satisfied that rejecting the appeal would be against the public interest.

VALID GROUNDS

You can only use this form to appeal the decision of a Director or an Officer under the *Public Lands Act* or the *Public Lands Administration Regulation* on any, or all, of the following grounds:

- 1) The Director or Officer who made the decision:
 - I erred in the determination of a material fact on the face of the record,
 - I erred in law,
 - I exceeded the Director's or Officer's jurisdiction or authority, or
 - I did not comply with a regional plan approved under the authority of the *Alberta Land Stewardship Act*.
- 2) The decision is expressly subject to appeal under Section 15(4) of the *Public Lands Administration Regulation* or Section 59.2(3) of the *Public Lands Act* (this means a deemed rejection because of the failure of a Director or Officer to approve or reject an application for a disposition, authorization, or approval within a 30 day time limit unless a time extension was approved).

Please contact the office of the Appeals Coordinator at 780-427-6207 (or by calling 310-0000 from outside Edmonton to be connected toll-free) if you have any questions about *Public Lands Act* appeals.

Part A - Appellant Information		
1. Appellant Name(s)		
2. Company / Organization Name (if applicable)		
3. Mailing Address		
4. Telephone Number	5. Fax Number	6. Email Address (if applicable)
<input type="checkbox"/> I consent to the contact information I provide on this form being used to conduct a follow up survey designed to measure satisfaction with the appeals process.		

Part B - Agent Information (if applicable)

7. Name of Agent

8. Name of Agent's Organization

9. Mailing Address

10. Telephone Number

11. Fax Number

12. Email Address (if applicable)

Part C - Agent Authorization (if applicable)

I / We hereby authorize the above mentioned agent to act on my / our behalf on matters pertaining to this/these appeal(s).

Date (yyyy-mm-dd)

Signature of Appellant(s)

Date (yyyy-mm-dd)

Signature of Appellant(s)

Part D - Appeal Details

13. Please choose one of the following statements:

I am / we are the person(s) that the decision was given to I am / we are directly and adversely affected by the decision

14. The name of the Officer or Director who made the decision is: _____ I do not know
****(This name should be on the letter/notice of decision)**

15. This appeal is based on Section(s) _____
of the *Public Lands Act* and/or Section(s) _____ of the *Public Lands Administration Regulation*.

****(These sections should be on the letter/notice of decision)**

I do not know

16. Please select the statement that applies to you:

The decision objected to is a written decision which I have attached (**skip the next question**)

The decision objected to is a written decision which I do not have and am requesting a copy

The decision was a verbal decision

17. The decision was made on _____ and can be described as follows (you can skip this question if you have attached the
Date (yyyy-mm-dd)

written decision):

18. The location of the land affected by the decision is (if applicable, specify quarter, section, township, range, and meridian or the GPS coordinates):

Grounds for Appeal

19. The Director or Officer who made the decision (check all that apply):

- erred in the determination of a material fact on the face of the record,
- erred in law,
- exceeded the Director's or Officer's jurisdiction or legal authority,
- did not comply with a regional plan approved under the *Alberta Land Stewardship Act*, or
- the decision is expressly subject to appeal under Section 15 of the *Public Lands Administration Regulation* or Section 59.2(3) of the *Public Lands Act* (this is for appealing a deemed rejection because of the failure of a Director or Officer to approve or refuse an application for a disposition, authorization, or approval within a 30 day time limit unless an extension was approved).

20. What do you want from this appeal?

Part E - Signatures

21. Appellant Name(s)

22. Job Title of Appellant (if representing a company / organization)

Date (yyyy-mm-dd)

Signature of Appellant(s)(if there is no agent)

I agree to represent the appellant(s) on all matters relating to this appeal.

Date (yyyy-mm-dd)

Signature of Agent (if applicable)

Part F - Attachments (Optional)

23. Number of pages of attachments to this form: _____

Please do not count the pages of this form. You can attach any document if you feel it will help the Board with your appeal.

Submit Completed and Signed Form:

By Mail:

Appeals Coordinator
Public Lands Appeal Board
3rd Floor, Peace Hills Trust Tower
10011 - 109 Street
Edmonton AB T5J 3S8

Or By Fax:

780-427-4693

Or By Email:

PLAB@gov.ab.ca

FOR BOARD USE ONLY

RCVD	A/NA	File Number Assigned	Ltr Date
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