This course is a ‘must attend’ for any practitioner who may need to give evidence as an expert witness on behalf of a local authority, the private sector or promoter of a development. Simulating the real life speed and pressure of an Inquiry or Appeal environment, the course provides all the key background knowledge and skills support to help delegates formulate and articulate their arguments both in written and spoken form, and also helping them to build on their existing professional experience to develop the core skills needed to demonstrate strong and persuasive arguments.

Whilst based around a planning appeal, the course is equally applicable to those preparing to appear at an inquiry/appeal and those involved in LDF/policy or ‘roundtable’ style hearings.

The course is built around a mock inquiry for a major urban extension with its core purpose to develop the skills required in preparing and delivering robust and precise proofs of evidence. Delegates will also gain experience of the additional pressures imposed by speaking in public and dealing with cross-examination, and not forgetting the importance of making arguments clear and simple to understand so that all those present at the inquiry are on an ‘equal footing’.

**Learning outcomes**

At the end of the course, participants will be able to:

- an understanding of the aims and objectives of a public inquiry, the relevant policy, legislation and statements and regulations
- an understanding of the process, terms of procedure, the roles of the participants and the general feel of a public inquiry
- knowledge of how to prepare evidence for a public inquiry, how to produce proofs of evidence and to experience them being given and tested under realistic conditions
- participated in a mock inquiry including role play of the various participants, preparations of evidence, conduct and preparation of individual witnesses”

**Who should attend**

All those involved or potentially involved in the preparation and presentation of evidence at public inquiries, hearings, appeals, commissions, and similar. They would include planning, highways, engineering and transport policy professionals as well as members of legal departments and chief executives’ offices.

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**Overview**

**Introduction and objectives**

**Overview**

Public Inquiry overview/Q and A’s; The ‘What Why Who’ of Public Inquiries; Policy, legislation, Environmental Statement, Rule 6 Statements; Localism, The NPPF/NP Regs and CIL – Key implications

**The inquiry Process and Procedures**

Hierarchy of Policy considerations; The Role of the Programme Officer; Public Inquiry Timetables – document submissions, PINs, time extensions; Cost Applications – Process and Procedure; Planning your Pre-Inquiry preparation; When do I need a Barrister?; Dealing with Public/Press/Pressure Groups at Inquiry

**Break**

**Objectives and Techniques of Producing Evidence**

**Cross Examination Techniques**

How to produce Evidence/Common Ground (and s106) Practical advice for setting out evidence; Negotiated agreed positions; Proposed planning conditions

**Case Study examples**

Kingswood -Lessons learnt from a recent appeal

**Lunch**

**Introduction to Mock Inquiry case study**

**Preparation for Mock Inquiry**

Circulation of further background papers (Planning application and supporting documents plus Rule 6 Statements, Guidance on Common Ground) This will include the distribution of roles to delegates and setting up of ‘groups’ that may wish to work together on evidence preparation; Conduct and preparation of individual witnesses

**Break**

**Preparation for Mock Inquiry continuation**

**Close of Day One**

**Day Two**

**Arrival and tea**

**Peer Review of Evidence Proofs and Preparation Time**

**Mock Inquiry**

**Break**

**Mock Inquiry**

**Lunch**

**Mock Inquiry**

**Break**

**Summary and Feedback**

**Closing Session**

* Please note that that this is a preliminary course programme and is subject to change
### Registration Form

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### Attendance Fees

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**Signature Authorisation** I have read and accept the terms and conditions

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**Date**

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**Terms & Conditions**

1. **Registration Form** Applications should be made on the official registration form. Photocopies are accepted. One form should be completed for each delegate attending the event. It is important that all sections are completed legibly. Delegates are advised to retain a copy of the registration form for reference before sending.

2. **Fee** Fees include attendance at lectures, lecture notes, lunch and all refreshments unless otherwise indicated. Fees do not include overnight accommodation, breakfast and evening meals unless stated.

3. **Acknowledgement** Receipt of a registration form will be acknowledged by email, delegates will be sent an invoice and an email of acknowledgement. Joining instructions, including a map, will be sent to each delegate by email approximately one week before the start of the event.

4. **Payment** Unless otherwise stated payment in full must be made at the time of booking. All prices are exclusive of VAT, unless stated otherwise.

5. **Cancellation** All cancellations, or alterations to a booking, must be received in writing. To avoid cancellation penalties, substitutes will be accepted at any time, if notified in writing and in advance of the event. Adjustments in fees will be made if there is any change in fee category. Cancellations received in writing up to 7 days before an event will be subject to an administration fee of £75 + VAT or the event delegate fee whichever is the lower. Cancellations received in writing up to 7 days before an event will be subject to an administration fee of £75 + VAT or the event delegate fee whichever is the lower. Cancellation within 7 days of the event date or a ‘no show’, will be liable for the full fee.

6. **Disclaimer** PTRC reserves the right to vary the programme and to cancel an event if it is under subscribed or for any other reason. In the event of cancellation, where reasonably possible, PTRC aims to give delegates at least one week’s notice and the fee will be refunded in full. PTRC will not be held liable for any pre-booked travel, accommodation or similar costs incurred under any circumstances whatsoever.

7. **Data Protection** Details will be held on a database in accordance with the 1998 Data Protection Act. Information will be used for internal marketing purposes only and will not be shared with any external organisations.