

# Public Inquiries and Appeals

## Two-day Course



### Overview

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. As close as possible to the 'real-life' scenario, 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'.

A unique part of this course is that each delegate will receive individual coaching and mentoring support during the course from our expert tutors, and will also receive a personal evaluation sheet and suggested development plan within one week of finishing the course, for them to reflect upon personally and to integrate into their professional development plan. Feedback from our last 2 courses, both delivered to Highways Agency staff, said that this feature of the training programme was extremely helpful and valuable.

**Course supervisor:** Jon Harris (Harris Ethical Consultancy)

### Who should attend?

All those involved or potentially involved in the preparation and presentation of evidence at public inquiries, hearings, commissions etc.

Planning, highways, engineering and transport policy professionals

Members of legal departments and chief executives' offices

### Further Information

**For more details or to apply,** please contact The Events Team at [info@ptrc-training.co.uk](mailto:info@ptrc-training.co.uk), or on 020 7348 1970, or via post to 22 Greencoat Place, London, SW1P 1PR.



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Logistics and Transport

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### Booking Form

|   |            |                 |
|---|------------|-----------------|
| Course Date   |            | Course Location |
| Title   | Forename   | Surname         |
| Position  | Department |                 |
| Organisation  |            |                 |
| Address   |            |                 |
|   |            | Postcode        |
| Email   |            |                 |
| Please state any special dietary or access requirements |            |                 |
| How did you hear about this course                      |            |                 |

### Attendance Fees

Please tick as appropriate:

Standard rate  CILT/ Local Authority/ Charity rate

### Method of Payment

Credit Card (Mastercard and Visa only)

Card No.

|             |          |                   |
|-------------|----------|-------------------|
| Expiry Date | CSV Code | Cardholder's Name |
|-------------|----------|-------------------|

Cardholder's Address

Postcode

Invoice Purchase Order Number

Please attach a copy of your purchase order made payable to PTRC

Telephone

Email

Cheque enclosed for £ \_\_\_\_\_ made payable to PTRC

Invoice Address (if different from delegate address listed above or the attached PO)

Postcode

### Signature of Authorisation

I have read and accept the terms and conditions

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**Barclays PIC Sort Code:** 20-45-77 **Account No:** 50536466

Please return to: The Events Team, PTRC Education & Research, 22 Greencoat Place, London, SW1P 1PR  
T: 020 7348 1970 F: 020 7348 1989 E: info@ptrc-training.co.uk

### Terms and 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 an 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 Fees

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 otherwise indicated.

#### 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 two weeks 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 14 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 14 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 two weeks' 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.

VAT Registration No. GB 241 5818 68



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