

# The Town and Country Planning Act 1999 The Town and Country Planning (Development Procedure) Order 2019

## Do I need Planning Approval Form

This form can be submitted by email to [planningqueries.DEFA@gov.im](mailto:planningqueries.DEFA@gov.im) with all supporting documents attached or it can be delivered to our public counter.

**All relevant questions on this form must be answered.**

<b>1.</b> Site Address	
<b>2. a)</b> Full name of Applicant	
<b>b)</b> Address of Applicant	
Telephone number	Home: <input style="width: 150px;" type="text"/>
Applicant E-Mail Address	Work: <input style="width: 150px;" type="text"/>
<b>3.</b> Description of proposed works:	
<b>4.</b> Are you in a conservation area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.</b> Have there been any extensions since the dwelling was built?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>6.</b> Are there any other structures (sheds/summerhouses/polytunnels/detached garages) on the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>7.</b> Are there any ongoing planning approvals associated with the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>8.</b> Are you proposing any changes to access to the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>9.</b> Current use of site if known (e.g, residential/agricultural/retail)?	

## **Data Retention**

Please be aware that pre-application advice may be relevant should the Department be subject to any request under Freedom of Information legislation or General Data Protection Regulations. Correspondence relating to any pre-application enquiry will be only retained by the Department for 2 years, after which any pre-application discussion detail will be destroyed. Accordingly if you were hoping to rely on pre-application discussion that is older than 2 years you will need to seek fresh advice.

The Department of Environment, Food & Agriculture (DEFA) is a controller for the purposes of the Data Protection Act 2018 and related legislation (and its subsequent legislation) and requires the information supplied by this application in the public interest to comply with obligations under the Town and Country Planning Act 1999 and its subordinate Orders and Regulations.

Any personal information will be held by the DEFA for the purposes of processing this application to ensure compliance with the provisions of the Town & Country Planning Act 1999

Some of the information you provide such as the applicant name, and address will be shared at our public counter, with the Local Authority and as part of the application image via our online service.

We will only keep these details in accordance with the appropriate application under the Town and Country Planning Act 1999.

Full details of how and why DEFA processes your personal information are contained in our [P&BC Privacy Notice](#)

If you would like further information on how your personal information is processed and your rights please contact the Department's Data Protection Officer on 686781 or by email at [DPO-DEFA@gov.im](mailto:DPO-DEFA@gov.im)

## **Guidance Notes**

Generally, the more information provided with the enquiry the better. It allows us to provide a greater level of feedback and to provide a response more quickly. To help us, your request for pre-application advice must be accompanied the following information:

- Full contact details, including a telephone number and e-mail address;
- Description of the proposed works;
- Explanation of the proposals and what you are trying to achieve;
- Site location plan and site layout;

and as much of the following as possible:

- Sketch drawings including elevations and floor plans (if applicable);
- Description of the site (including its existing use) and any particular site characteristics, e.g. level changes;
- Details of any known planning history;
- Photographs of the site and immediate surroundings;
- Any known constraints to development; and
- Technical studies (if available), e.g. ecological or traffic impact assessments.