

The Town and Country Planning Act 1999

The Town and Country Planning (Development Procedure) Order 2019

Application for Planning Approval

Please complete in BLOCK CAPITALS and in black ink.

The person here below named as the applicant is responsible for payment of the appropriate fee.

All relevant questions on this form must be answered.

Guidance notes are available on request.

For office use only
Date:
Receipt number:

1. Site address details (*including a post code where applicable*).

2. Local Authority District.

3. Please state the type of application (*choosing **one** box as appropriate*):

- a)** Full approval for operational development (e.g. involving building or engineering works)
- b)** Change of use of land or buildings **not** involving any physical alteration.
- c)** Approval in principle
- d)** for Approval of reserved matters relating to a previous approval in principle.

Please provide the reference number of the approval in principle application Applications under **c)** or **d)**

Ref. No.

Please indicate any matters to be determined by this application

Siting	Landscaping	Drainage	Means of Access
Internal layout (inside buildings)	External appearance	Design	

(Please ensure that details of the matters selected above are provided).

e) Variation of a condition. *Please specify the condition number and the reference number of the relevant planning application and indicate within the works description if the proposal is for a condition variation or removal.*

Condition No.

Ref. No.

4. Is the application retrospective **Yes** **No**
If yes please state the date *that the building work or use was started/completed.*

Started

Completed

Enf No.

5. Full name(s) of applicant

*Please include **all** first names and surname or **full** details where an applicant is 'trading as' or a limited company.*



6. Address of applicant

Postcode

Telephone number

Home

Work

Applicant's e-mail address

7. Applicant's interest in the site (e.g. owner, tenant, potential purchaser)

If DEFA has (or could be deemed to have) an interest in the application or site, please state what that interest is in your answer.

8. a) Full name of Agent (IF ANY)

b) Address of Agent

Postcode

Email correspondence will be used where possible

Agent's e-mail address

Telephone number

c) If you are using an Agent, please specify whether the acknowledgement letter and Site Notice should be sent to the Agent or Applicant, who will be responsible for affixing the Site Notice at the site. **Please Note:** If this box is not completed **all** correspondence will be directed to the Agent.

Agent

Applicant

9. Description of the proposed development. *Please state clearly what you propose to do.*

10. a) Please state the existing use of the site (e.g. residential, office, retail etc.)

b) Please state the proposed use of the site.

11. Is the development within a Conservation Area.

Yes

No

If yes and involves demolition **OR** the works are to a Registered Building, a Registered Building Consent application will be required.

12. **Relevant Fee Enclosed** (where required) **Please note the application will remain invalid until the application fee is paid in full.**

£

*Cheques should be made payable to **IOM Government**.*

If the proposed development would create additional industrial, residential, retail or office floor space, please specify the floor area in square metres

Area

This area should be used to where the fee calculus requires it.

Where the application is exempt from a fee under the current fees order, please state the registered charity number.

13. Would the proposed development involve the creation of, or alteration to, a vehicular or pedestrian access to any public highway (this includes footpaths)? **Yes** **No**

Have you consulted with Highway Services? **Yes** **No**

Please confirm the number of parking spaces within the site. **existing** **proposed**

14. Does your proposal involve a change in site levels? **Yes** **No**

If **yes**, please provide drawings showing the change in site levels (e.g. spot levels or site sections). Please also include a method statement detailing the proposed means of importing fill and/or the means of exporting the fill, including details of the expected quantities involved.

15. Please specify below whether the proposal requires new or amended services:

a) Gas	Yes	No	c) Water	Yes	No
b) Electricity	Yes	No	d) Telecommunications	Yes	No

The applicant should consult the service providers separately in order to establish the location of existing services and the impact of the proposed works on existing services. See guidance notes.

16. a) How will rainwater run-off from roofs and paved surfaces be disposed of?

b) How will foul sewage from the proposed development be disposed of?

If a septic tank/Biodisc system is proposed, please provide details demonstrating that the septic tank/Biodisc would be acceptable under Building Regulations

17 a) Are there any trees on or within 15m of the proposed development site with a stem diameter of 75mm or more, measured at 1.5m above ground level. **Yes** **No**

b) Are there any large shrubs or hedges on the proposed development site ? **Yes** **No**

If you answered Yes to either of the above, then your application will need to include a level of tree related information appropriate to the proposed development, which in some circumstances (e.g. change of use) may mean that no additional information is required. Please refer to our guidance at www.gov.im/planningapply for further information. You must provide details of any trees which are to be 'lopped' or 'felled' as a result of the proposal.

18. Is the proposed development within 9 metres of any watercourse (river, ditch or otherwise)? **Yes** **No**
If so, you are advised to contact the Department's Fisheries Directorate for further guidance.

19. Is the development within an area of flood risk? **Yes** **No**

20. Have you consulted the Department prior to making this submission? **Yes** **No**

If yes, please state the Officer's name and the date of their response.

In any assessment of this application PLEASE BE AWARE that the Case Officer may undertake to visit the site to ensure 1) the site notice has been correctly placed/erected, 2) check the application content against the proposed work / site levels 3) speak to neighbours, if they feel it relevant, and 4) Take photographs where necessary.

Building Regulations

21. Are you making a concurrent application for Building Regulations Approval? **Yes** **No**

22. Please provide details of any supporting information or other details that you would like the Planning Officer to take into account. *Please note that you may use a separate sheet to complete this section.*

The Department of Environment, Food & Agriculture (DEFA) is a controller for the purposes of the Data Protection Act 2018 and related 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.

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

All applications made under these obligations are available online with most personal contact detail redacted. Any hard copy, where we hold it, will retain all detail.

Your application will be published via our viewing platforms as is required by statute. It will also be shared with DOI Highways, the Local Authority and (where relevant) Manx National Heritage. Where necessary we will share your contact detail as part of the consultation with the DEFA Environmental Protection Unit and Manx Utilities.

Details under these applications are retained indefinitely in order to maintain the application register as required under the Town and Country Planning Act 1999. Contact detail will be removed 7 years after a decision becomes final.

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

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

- I hereby enclose two copies of the following:

23. Statement

- this application form
 - all **supporting plans and documentation** which must include
 - a **location** Up to date and at a scale of 1:500 to 1:1250 or greater if required
 - a **site plan** of not less 1:500
- and**
- **A schedule of drawings/plans.**

Notification of this application will be forwarded to the Local Authority in which the site is situated and, where not an application relating to windows, the Network Planning Officer, DOI Highway Services.

If applicant owns or controls any **additional** land within the vicinity of the application, please indicate the additional land in blue on the site location plan.

To the best of my knowledge and belief, all the information given in this application is true, and the documents provided herewith are accurate.

Signature of Applicant or Agent

Dated

If signing on behalf of a company, please clearly state your relationship.

Should this application be unsupported by adequate and clear site maps and plans outlining all the works proposed, the Department retains the right to reject acceptance and return the application.

Note: no works may be commenced until such time as:

- a) after receipt of your planning Decision Notice, the time period for requesting an appeal has expired and no such appeal has been requested, or**
- b) any Appeal has been completed.**

Planning and Building Control Directorate Department of Environment, Food and Agriculture
Murray House, Mount Havelock, Douglas, Isle of Man, IM1 2SF