



**Department of Local Government
and the Environment**

Planning and Building Control Directorate

Planning Section
Murray House
Mount Havelock
Douglas IOM

Tel 01624 685950
Fax 01624 686443

Date	
Ref	

Planning Application check list

This form must accompany all planning applications to ensure that the appropriate supporting information is provided with the application. Please tick the boxes as necessary. Where detail is not applicable to the application please note "N/A" accordingly. This form must be attached to your application (one copy need be completed per application). Please note that failure to do so WILL result in your application be returned.

Site address	
1. I have referred to the Guidance booklet "Making a Planning Application"	<input type="checkbox"/>
2. I have consulted with the Department of Transport Highways Officer to agree access issues (where appropriate).	<input type="checkbox"/>
3. I have included one fully completed application form and three copies (two for windows)	<input type="checkbox"/>
4. The correct fee of £..... is enclosed – <i>Cheques should be made payable to the Isle of Man Government.</i>	<input type="checkbox"/>
5. The site is/is not located in a Conservation Area and is/is not a Registered Building <i>(If Registered, have you completed and enclosed the appropriate Registered Building Consent application, one form plus two full copies)</i>	<input type="checkbox"/>
6. If your application is for works to a registered building, please provide a photographic survey with your application. A photographic record of the property, as existing, is enclosed.	<input type="checkbox"/>
7. The address is accurate and the description of the proposed works is clear and appropriate for the development. <i>Field numbers can be obtained from DLGE Cartography Tel 685923.</i>	<input type="checkbox"/>
PLANS REQUIRED – Four copies of plans (three for windows) drawn accurately to an appropriate metric scale including:	
8. A location plan, obtainable from the Department and at an appropriate scale to easily locate the property. The site must be clearly outlined in RED with an unbroken red line and any other land owned or controlled by the applicant outlined in BLUE.	<input type="checkbox"/>
9. A site plan with the site outlined in RED.	<input type="checkbox"/>
10. Illustration of the existing site/buildings, incorporating floor plans, elevations and sections (as necessary). The plans must clearly show the existing relationship with neighbouring properties and land boundaries. <i>Floor plans and elevations must be to a metric scale of either 1:50 or 1:100.</i>	<input type="checkbox"/>

(Please turn over)

<p>11. Illustration of the proposed site/buildings, incorporating elevations and sections and clearly showing height dimensions in relation to any neighbouring properties.</p>	<input type="checkbox"/>
<p>12. Finished floor levels relating to a fixed point off site (datum) eg manhole covers, gate posts etc).</p>	<input type="checkbox"/>
<p>13. Where the application seeks approval for groundworks (i.e tipping and infilling) existing and proposed levels, together with sections through the site, must be submitted.</p>	<input type="checkbox"/>
<p>14. In the case of development of an existing property which is in a poor state of repair, a survey must be provided confirming the structural stability of the building before alteration. <i>If necessary a method statement should be submitted illustrating how the proposed works are to be carried out without compromising the structural integrity of the building.</i></p>	<input type="checkbox"/>
<p>15. Photographs as necessary to assist the explanation of the proposal and to show the existing elevations of the property. <i>(It is essential for window applications to illustrate the windows).</i></p>	<input type="checkbox"/>
<p>16. In the case of replacement windows either brochure diagrams or scale drawings showing clearly the materials, style and method of opening of the windows proposed.</p>	<input type="checkbox"/>
<p>17. A plan showing ALL existing trees on the site; trees should be numbered. Any trees for removal must be clearly marked and agreement with DAFF confirmed. <i>The assumption will be that any trees not identified for removal are to be retained and will be given appropriate protection by the applicant during any development approved.</i></p>	<input type="checkbox"/>
<p>18. A planting/landscaping scheme must be provided where appropriate.</p>	<input type="checkbox"/>
<p>19. In the case of an advert application the colours and sizes are clear and an accurate reflection of what is intended. Photomontages where possible.</p>	<input type="checkbox"/>

Signed

Print Name
In block letters

Dated.....