

## Application for Registered Building Consent

Please complete in BLOCK CAPITALS and in black ink.

For office use only

Date:

1. Site address, the subject of the application, including a post code where applicable.

2. Full name(s) of applicant

Address of applicant

Postcode

Telephone number

Home

Work

Applicant's e-mail address

Applicant's interest in the site (e.g. owner, tenant, potential purchaser)  
If DEFA (or could be deemed to have) an interest in the application or  
site, please state what this is in your answer.

3. Full name of Agent (if any)

Address of Agent

Postcode

*Please note correspondence may be more expeditious preferred and via email*

Agent's e-mail address

Telephone number

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.

**Agent**

**Applicant**

**Please Note:** If this box is not completed **all** correspondence will be directed to the Agent.

4. Description of works - as detailed on the attached schedule of works.

5. If Registered please state the Registered Building Number



**6. Have you consulted the Department prior to making this submission?**

**Yes**

**No**

If yes, please state the Officer's name and the date of the consultation

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 the Local Authority and Manx National Heritage.

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 processes your personal information are contained in our privacy [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.

**7. Statement**

I hereby apply for Registered Building Consent to carry out the alterations and/or extensions to the building described by the address in Section 1, as shown on the enclosed plans and in accordance with the enclosed drawings.

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.**

Where the Department directs under the Registered Building Regulations 2013 7(3) that further particulars or other matters are furnished and the applicant fails to comply with that direction and within such time as is given (not being less than 21 days) this application may be treated as withdrawn.

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

- a)** After issue of any 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.



## GUIDANCE NOTES

A Registered Building is a building of special architectural or historic interest which has been included in the Department's Protected Buildings Register.

It is an offence to carry out any works (internally or externally) affecting the character of a Registered Building without the written consent of the Department.

An up to date list of the Register is available from the Department or its website.

There is no fee required for applications for Registered Building Consent.

An application for Registered Building Consent is required where demolition, extension or alteration to a Registered Building is proposed. The application must be submitted to and approved by the Department prior to any work being undertaken.

Application for Registered Building Consent may also be required where demolition is proposed within a Conservation Area.

Where works are to the exterior of OR internal to the property this form must be submitted along with ALL supporting information and plans.

Registered Building Consent is required in ADDITION to any application for the appropriate planning permission.

Please also note Buildings Regulations approval may also be required and advice on this should be obtained from the appropriate authority.

Schedule of works (Supporting documents)	To set out how the Registered Building is proposed to be altered and/ or extended. The works described on the schedule provided must be supported by <b>drawings</b> and/or <b>specifications</b> and/or <b>photographs</b> , explaining the existing appearance of the historic fabric and how it will be affected by the proposals
Site Location Plan	A current up to date plan in order to identify the Registered Building (these can be purchased from Planning and Building Control)