



**Isle of Man**  
Government

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# Making a Planning Application

## A guide for applicants

Department of Environment, Food and  
Agriculture

Planning and Building Control Directorate Murray House

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## **The Purpose of this Guidance**

This guidance is intended to help you make a planning application and tells you what information you will need to provide.

If you do not follow the advice given in this leaflet and your application does not provide sufficient information for your planning proposal to be properly considered you may find your application is returned as being 'invalid'.

Where additional information has to be requested it will likely delay any decision.

## **What is Planning Permission?**

Please note that the planning application process is regulated by legislation, in particular by The Town and Country Planning Act 1999, and further secondary legislation, 'The Town and Country Planning (Development Procedure) (No2 ) Order 2013'.

A planning application seeks permission from the Department (of Environment, Food and Agriculture) to carry out development work or to change the use of a building. If an application is approved, the proposal is described as having 'Planning Permission'. Any approval will be subject to conditions which control how the permission may be implemented. It is essential that you or anyone working on the development is familiar with the conditions of approval as in some cases the conditions require the submission of further details or the undertaking of works **before** any works on site are commenced.

Conditions may also remain as a perpetual obligation that 'stays' with the development, such as an exclusion from permitted development or an agricultural workers occupancy condition.

## **Why is Planning Permission Needed?**

The use of Planning Permission prevents unacceptable developments, inappropriate new uses/activities and enables landowners and affected persons to be involved in decision making which may affect their property. Without such control, homeowners could freely build extensions that may severely affect their neighbours amenity and new buildings might cause dangerous traffic conditions or be poorly designed in relation to the surrounding area and local amenities.

Planning control has a positive effect on the environment. It co-ordinates the development of homes and places of work and helps to ensure that they are accessible, built in the right places and in the right way. It must also balance the needs of the applicant with those of the surrounding area.

## **Who Can Apply for Planning Permission?**

An appointed agent (architect, planning consultant or surveyor) may submit a planning application and act on behalf of the applicant.

Whilst a land owner of a site does not need to be the applicant, nor is land ownership a material consideration in planning terms, the 2013 Development Procedure Order No. 2 requires a land owner (if not the applicant) to be notified where an application has been made. The applicant must provide confirmation that a land owner has been made aware of the application in order to validate it. The form of this confirmation is defined in the Order and required by way of a 'Land Ownership Statement', a Certificate O1.

A Certificate O1 must be completed by the applicant or their agent and accompany a planning application on submission.

In the case of an advertisement application, once an application has been validated the applicant will be issued with a notice which must be copied to every owner or occupier of the land. Once that notice has been circulated the applicant must complete and submit a 'Land Ownership Statement', Certificate O2, to the Department.

In the case of Registered Building Consent application a Land Ownership Statement, Certificate O3, must be completed.

Where an application may affect government land (for example, an application to create or widen a vehicular access requires the dropping of a kerb onto the highway) notice of the application must be sent to Department of Infrastructure, Highway Services. It is recommended that such notice to the Department is supported by a site plan. The notice should be directed to the Director of the appropriate Division.

Please note that the granting of approval does not allow or authorise the development of land outside of an applicant's ownership or control.

### **Do I Need Planning Permission?**

The Town and Country Planning (Permitted Development) Order 2012 stipulates where planning permission is **not** required for carrying out some minor developments. There is an interactive house which will assist an enquirer as to what does and does not need permission <http://www.myhouse.im/>. Alternatively if you are still unsure whether you require planning permission, you are advised to consult with the Planning and Building Control Office, preferably by email. The addresses for written or email contact, enclosing as much detail of intentions as is possible (plans, drawings photos, etc), are noted at the end of this leaflet.

### **Before Making a Planning Application**

Before making a planning application it is recommended that you familiarise yourself with the adopted Development Plan for the area in which you are making the application. A copy of the current all Island Development Plan and current Local/Area Plans (which define land zoning and types in planning terms) are available at the Planning Office or via the Departments' website at this address <https://www.gov.im/localplans>.

**The Department recommends that you advise your neighbours of your development proposals prior to submission of your application and take the opportunity to overcome or resolve any concerns they may have which you may not be aware of.**

If necessary you can also seek pre application advice by writing or emailing the Planning Office explaining your plans or arrange a meeting with the Planning Officer for your area to discuss your scheme (contact details at the bottom of this leaflet).

Please note that the availability of pre application advice is governed by the workload of the Officers and priority is given to planning applications already submitted.

**Please take the opportunity to speak to any utility providers (gas, water, electricity, telecom etc.) which may be involved if your proposal is approved. Are there any manhole covers on the site? Are there signs of overhead or underground electric cabling nearby? Will you need a new phone line or water supply? If so, contact the relevant Authority prior to making your finished application.**

Although the Planning Officers are in a position to advise on proposals, such advice must not be taken in any way as an official approval or permission, and is without prejudice to the decisions of the Department in relation to a formal application. **It must be clearly**

**understood that any action taken by applicants (by way of unauthorised development) before any approval is reached, is done so at their own risk.**

### **Once You Have Submitted Your Application**

Once your application has been submitted it will be checked by one of the P&BC Technical Officers to ensure all the correct forms, fees, plans and information is included. Once that has been completed the application will be formally validated.

The Department aims to validate and acknowledge (in writing) a planning application within 5 working days of receipt.

If an application is deemed invalid, it will be returned to you, with an explanation of the information required in order for the application to be considered valid. If the application is not correctly resubmitted within 30 days a refund (if necessary) will be authorised.

The Department aims to deal with most planning applications within eight weeks of validation (set down by statute). However, if your application is complex or controversial, later found to require significant revision or additional consultations are needed, the process may take longer.

If there are problems with an application that may be easily overcome by making changes to your scheme, the Planning Officer will contact you. Minor amendments to the proposal may be processed by way of re-advertising any amended submission. However, if changes required are significant or an application has clearly not taken account of the relevant supplementary planning guidance, the application is likely to be considered as submitted and possibly refused. Please be aware that amendment to an application AFTER validation may be subject to an administration charge.

### **The Planning Process**

Please note that all planning applications once submitted and validated are published via the Departments website. The content of the application form in its entirety including all supporting documents are thereafter available for public scrutiny. This will be at the offices of Planning and Building Control at Murray House, the Local Authority or via the internet through Government's online services.

In addition to acknowledging the application the Department will issue the applicant (or their agent) with two copies of the site notice Form P1 (A1 in the case of an advertisement application) to display at the site.

In circumstances where the landowner is not the applicant they must be provided with a paper copy of the site notice for their information. If and where necessary a further copy can be provided for the benefit of an occupier/tenant.

A laminated copy of the site notice is issued to whomever is indicated on the application form as being responsible (applicant or agent) for affixing the notice at the development site for the required notice period. For larger developments multiple 'extra' copies will be provided for affixing at different locations on public highways abounding the site.

Should an applicant wish further copies please note the request within the application, or contact the planning office.

From the date of publication of the application on the website (the publication date), interested persons (public or otherwise) are afforded a 21 day period in which to make written comment, which can be to support or object to the proposal. **The end of this period is the earliest that a decision can be made.**

Persons whom submit comments (referred to as 'representations') must keep in mind that such comment is available to the applicant and for public scrutiny.

Anonymous representations are unlikely to be given any weight.

During the course of the representation period the planning officer may make their own wider and relevant consultancy after which an assessment of the proposal and recommendation will be made by way of a formal officer report. The report will be considered for determination by the Director, Head of Development Management or a Principal Planner under their delegated powers. Alternatively, if policy dictates, the matter may be referred for consideration at a public meeting of the Planning Committee.

Dates for meetings of the Planning Committee are available, as are the agendas when set (via the Department's website). Standing Orders for the Planning Committee set down the policy defining which applications must go to Committee for determination.

### **The Planning Decision**

A planning decision is issued by way of a Notice to the applicant or their agent within 10 days of a decision being made. Where an email address has been provided by the applicant the notice will be issued in electronic form.

Where an agent is involved, notice will be issued to them rather than the applicant, again by email where an email address has been provided.

The decision and the conditions of approval or reasons for refusal are also conveyed in writing to all parties whom expressed an interest in the application. Persons whom submit detail including an email address are assumed to have given authority for notice of any decision to be sent electronically, but in the main their notices are sent by post.

Officer reports and the decision notice will be published on line the working day following the issue of the decision.

Where a refusal has been determined a copy of the officer report will accompany the applicant or agents copy of the notice (in electronic form if by email).

The notification letter will not only advise of the decision but also inform contributors of their party status and whether they have been accorded powers to appeal a decision.

Whilst decision notices resulting from public meetings of the Planning Committee will be issued as soon as the administration has been concluded, minutes from the same meetings will only be available once endorsed by the Members at the subsequent meeting. At which point they can be viewed on request at the Department or via the Department's website.

### **Interested Person Status**

The applicant, the Local Authority, or any person who has been found by the Department to have sufficient interest in the application, may appeal to the Department against the decision made.

Definition for the assessment of party status for applications submitted under the 2013 Procedure Order are set down under the [Operational Policy](#) on Interested Person Status.

If the applicant or an interested party is considering appealing against a decision, and has the powers to do so, it is recommended they first obtain a copy of the officer's report. Should the report detailing the officer's assessment and how the decision was arrived fail to resolve their concerns, an appeal request must be made within 21 days of the date of the decision notice/letter. If no appeal is lodged the decision becomes final after the 21 day period has expired.

Where no appeal is made, or when any appeal has been determined and a decision becomes final, the Murray House 'counter copy' of a planning application (that which the customer may refer to at the Department's public counter) is made available for collection by the applicant or their agent. Should the counter copy still remain with the Department in excess of 30 days from the decision becoming final, it will be destroyed.

## **The Planning Appeal process**

An Appeal is initiated by an interested party by writing to the Minister of the Department within 21 days of the issue of the decision notice. To validate the appeal it **must** be within that timeframe, be in writing (preferably by completing Appeal Request Form AP4 – available via the Departments website), signed by the party, and accompanied by

- the fee (per the Town and Country Planning (Application and Appeal Fees) (No2) Order 2016), currently £175. This will be refunded by the Department only where an appeal is successful –
- reason(s) for making the appeal
- election to have the appeal considered by an inquiry (a hearing) or by written representation.

Where a valid appeal request has been received all parties will be notified and the application will be copied, including ALL representation already made, to the Cabinet Office. The Appeals Secretary at that office will thereafter be responsible for handling all administration for the appeal process and within 10 days of receipt of the appeal contact all third parties.

21 days will be given for all parties to make their appeal statements.

Where the appeal is being made by a Director on behalf a company, or by an agent on behalf of an applicant, the relationship between the signatory and the applicant must be clearly stated. **Failure to make this relationship clear, and in written form alongside the signature, may result in the appeal becoming invalid.**

Many Appeals can be satisfactorily determined without a hearing, based purely on written submissions. This process is usually quicker than a hearing and will save any expenses a party may incur by attending a hearing.

If all parties request a written consideration and only one party asks for a hearing the hearing request will override all others.

A Planning Inspector, as defined by the Order, is appointed by the Council of Ministers. The Inspector will consider not only all the papers which have so far been submitted, but also further written submissions which will be invited by letter through the appeal process. It should be noted that the Inspector will consider the application afresh and in full, even when the appeal is against a condition of approval. A site visit will be undertaken in all instances.

## Hearing

If any party to the appeal elects for it to be considered by a hearing all parties will be notified in writing as to the date and time. A further period of 21 days is afforded prior to the hearing being held.

All parties who attend the hearing will be recorded on the day for the benefit of the Inspector.

The Inspector will chair the meeting extending opportunity to all parties to make their case, call any witnesses, and question any evidence produced by others. It should be noted that the Department will be represented at the Appeal hearing, usually by a Planning Officer. All other parties should arrange to present their own case and must not rely on the Department (if it supports their interest) to present any case for them.

Whilst interested parties will be notified and informed of the appeal stages including any hearing dates and the time and venue, any persons whom are not third parties may attend only to listen to proceedings.

The Inspector will not at any stage of the procedure discuss the application or the appeal with any of the parties.

## Appeal decision

Following the deadline for receipt of the written submissions, or where the hearing has been concluded, the Inspector will consider all the evidence, and submit a written report (with recommendations) to the Department. The Minister, on behalf of the Department, will then determine the appeal.

In considering the report and making their decision, the Minister is empowered to reverse or vary any part of the Department's decision. If a decision does vary from the Inspector's recommendation, the Minister is required to explain why.

The Minister's decision along with the Inspector's report will then be copied to the applicant and appellant. All other parties will be notified of the appeal decision and the conditions or reasons that go with it. They will also be informed where they may view the inspectors report, either at the Planning and Building Control reception, Murray House, or via the Department's website.

**It should be noted that costs may be sought from Appellants who fail to appear at an appeal hearing.**

## What is Registered Building consent?

The Department has recognised a number of buildings throughout the Island which are of architectural and historic merit and deemed worthy for protection and preservation. Such buildings are recorded in the Departments 'Protected Buildings Register'.

Any works proposed to a building which is on the Department's Register, be they internal or external, must first be considered for consent by the Department.

Registered Building Consent must be obtained prior to commencement of any works and where the works proposed are external, **in addition to planning permission.**

Registered Building Consent is applied for by way of an application form which may run alongside any planning application form.



## The Forms

**Submission of the application is required in triplicate for replacement windows and/or doors, four copies for all other works.**

**Where the application is by the Department or is one in which the Department may have a vested interest, five copies are required. The application will be referred for determination by Council of Ministers.**

**The application must be supported by an application check list, Form PL.7(i), the list is required to ensure that the application is complete, and the Land Ownership Statement, Certificate 01 (Certificate 02 for an advert application or 03 for Registered Building Consent). Only one PL.7(i) and certificate need be provided for each application. Failure to include both will result in the application being returned as incomplete.**

**The following guidance notes correspond with the numbering on the application form PA 1.9(i)**

(Available to download or complete as an interactive copy from the Departments website - <https://www.gov.im/media/1347656/application-form-for-planning-approval-19-i.pdf> )

### **Question 1 - Site Address**

#### **Address or Description of the site to be developed**

Write the full address of the property or Field reference number where the works are proposed.

### **Question 2 - Local Authority District**

If you are unsure which Local Authority district the application site is located please contact the Department who will advise you accordingly. It is imperative for the consideration of your application that the correct local authority district is noted. Should the Department consult with the incorrect Authority any decision made may become void.

### **Question 3 - Types of Applications**

- a) Full approval. The most common type of application. This applies for new building works, alterations and extensions to dwellings, shops or industrial premises, satellite dishes and any engineering operations.
- b) Change of Use. Relevant for applications for the change of use or uses of a building where **no** building or engineering work is required. Whilst a change of use may be applied for and approved, if that use is not exercised the 'old' use will remain valid. ANY internal/external alterations need to be treated for FULL approval and therefore should be treated as a 'conversion' not a 'change of use'.
- c) Approval in principle. This applies only if you wish to establish the principle of development of land for the erection, alteration or extension of buildings **before** full details are given. Please indicate which elements of the principle you wish to be considered within this application and in doing so provide as much detail as possible to assist with the assessment. Details not submitted at this stage are termed 'Reserved Matters', which would be submitted for later consideration should an approval in principle be granted (using section d)). In a Conservation Area, more details may be required before deciding upon an outline planning application e.g. siting, means of access etc. An application for approval in principle may be used only for building work and is inappropriate for a change of use or building 'conversion'.
- d) Approval of matters reserved from a previous application. A reserved matters application can only be made if there is a valid approval in principle on the site and the conditions attached to that approval have been met. All matters reserved from the consideration of the approval in principle should be submitted within this application and indicated accordingly using the check boxes. The reference number in relation to the principle application must be

quoted. **Failure to include the previous application reference number will result in your application being returned as invalid.**

e) Variation of a condition. Where a valid planning approval is already in place and the developer is seeking to vary a condition of that approval. This category includes application for the extension to the duration of an approval (an extension of time) specifically to review a condition where time constraint has been applied. In all instances the original planning application reference and numbered condition to be varied should be noted.

#### **Question 4**

##### **a) Full Name of Applicant**

Your full name and address are required in this section, even if you choose to appoint an agent. Please note that first names must be included, or in the case of a limited company the full details of the business or company name as recorded at the company registry.

##### **b) Address of Applicant**

Give your full address under this heading. Provision of a telephone number and/or email address can assist toward a more expedient decision should an Officer of the Department need to contact you if any queries arise. Please be aware scanned copies of this application are available via the Governments' website.

Please be aware that by entering an email address, authority to issue any decision notice by email is assumed.

#### **Question 5**

##### **a) Full Name of Agent - if you have one**

##### **b) Address of Agent**

Whilst you are not required to employ a professionally qualified agent, should you do so it may help you achieve a built design which meets both your own needs and the Department's policies. If you are using an agent, all correspondence concerning the application, including the decision notices will be sent to them rather than you – PLEASE see c) below. For expediency provision of a phone number or email address will assist the Officer should any queries arise during their consideration.

Please be aware that by entering an email address, authority to issue any decision notice by email is assumed.

**c)** If using an agent, please indicate whether you wish the acknowledgement letter, site notice and owner/occupier/tenant certificate to go to the Agent **OR** to you as the Applicant. The recipient of these documents will be responsible for affixing the site notice as soon as practically possible and returning the certificate at the end of the 21 day consultancy period.

Where the agent indicates that the applicant will affix the notice, an acknowledgement will be issued to the agent confirming that the paperwork has been sent to the client and of the informing them of the planning reference.

The site Notice must be placed at a point where **public can easily view/read** its content from the nearest highway.

If the site of the proposal is on a private lane the Notice should be placed clearly visible and facing the nearest public highway.

Should it be found that the Notice has not been properly displayed for the prescribed period there may be delays in issuing a decision.

### **Question 6 – Details of Site Owner/Occupier**

Please ensure the content on the application form is consistent with the detail entered on the land ownership statement – Certificate O1.

- a) the site owner's name and address if different from the applicant;
- b) the name and address of the occupier or tenant of the site if different from the owner or applicant;
- c) the extent of the land the subject of the application should be defined on the site plan in red, however any wider owned or controlled land in the vicinity should be defined in blue – please indicate if there is any 'blue land'

### **Question 7 – Applicant's Interest in the Site**

Give details of your interest in the land, e.g owner, prospective purchaser etc.

### **Question 8 - Relevant Fee enclosed – where required.**

Have you enclosed the appropriate fee? Please note how much has been enclosed. If you need advice please telephone the Department, Planning and Building Control, General Enquiries 685950.

NB unless the fee is paid in full at the time of making the application, the Department reject the application as invalid. Where the Department returns an application as invalid and the information remains outstanding 30 days later the fee will be refunded.

Please note that there is no fee chargeable for works which would have been permitted development had the site been outside a conservation area.

Where the fee is calculated on floor area please state the floor area used in calculating the fee due in the box provided.

### **Question 9 – Existing Use of Site/Proposed Use of Site**

- a) Give details of the existing use of the site, i.e. residential, office, retail etc.
- b) And the proposed use if it should differ.

### **Question 10.**

a) Development within a Conservation Area – if you are unsure whether your site is located within a Conservation Area, check prior to submitting your application with staff of the Department or via the Departments website.

There is **no** Permitted Development within a Conservation Area and planning permission is required for **all** demolition works within a Conservation Area.

b) If the works proposed relate to a Registered Building or if the site includes Registered Buildings, whether the proposed works are internal or external, please record the building number and make a concurrent application for Registered Building Consent. For which four copies of Form RBAP4(i) are necessary supported by three sets of the supporting plans.

### **Question 11.**

Is this application in retrospect or being submitted as a result of a planning enforcement enquiry? If so, and to enable the details to be cross referenced to the Planning Enforcement Officer it is essential that the enforcement reference is given. Without the ability to cross reference, formal planning enforcement action may be initiated.

### **Question 12 – Description of the Proposed Development**

Describe **clearly** what the application is for or the nature of the development, for example, "two storey rear extension to a detached house". The description of the development must be clear as it will form that on which the public advertisement will be based and will appear on any decision notice. If the works are in any way retrospective, this must be clearly indicated.

### **Question 13 – Alterations to an Access**

This section must be completed if alterations are proposed to a vehicular and/or pedestrian access. Such alterations must be clearly indicated in the submitted drawings. Should such alterations be proposed it is always advisable to consult with the Department of Infrastructure, Highways Services prior to any submission.

Please indicate whether you have consulted with Highways Services and ensure notice of the application has been made as is required by way of the Certificate O1.

The numbers of parking spaces available or provided by the development, where appropriate, must be stated.

### **Question 14 – Site levels**

If your proposal is going to affect the level of the site, a cross section of the ground levels for the site must be provided. These must show clearly both the existing and proposed levels to demonstrate any potential change.

If you are to alter ground levels by importation or exportation of any materials the detail of the quantities expected must be stated. Consultation and pre application advice for mineral movement and extraction should be directed to the Department of Enterprise, Minerals Division.

### **Question 15 - New or Amended Supplies to Utilities**

Give details of any amendments to supplies in order that the statutory bodies may assess the implications of the proposal.

It would benefit the applicant to approach **all** the relevant utility providers, a) to d), prior to submitting the application to assess whether there are ANY, for example, refer to 'DIAL BEFORE YOU DIG', are there nearby overhead/underground electricity cables or drainage issues on or close to the site?

The applicant is required to provide details of the supply (water, gas electricity, phone) if the proposal is for something other than a single domestic user? i.e is this application for more than a domestic build or of a commercial nature?

### **Question 16 – Foul and Surface Water Drainage**

Part of the application process is to assess whether the proposed development can be suitably drained. Therefore full details of foul and surface water drainage must be supplied;

- a) surface water treatment
- b) foul drainage
- c) is a septic tank or biodisc system proposed and if so have you applied for the appropriate building regulation approval

Details must include percolation test results taken in an area of ground where the drains are to be situated.

If it is proposed to discharge septic tank or bio disc effluent into a watercourse a licence to discharge such effluent must be applied for and obtained from Department of the Environment Food and Agriculture Environmental Protection Unit (DEFA, EPU).

Advice may be sought respectively from

- a) the Building Control Authority (dependent on locality of the site please contact IOM Government 685902, Douglas 696375 or Onchan 624967)
- b) Storm or foul water drainage, consult with the Manx Utilities Authority - Drainage Tel 693513.

- c) DEFA, EPU Tel 685894 for a licence to discharge into a river/watercourse or Building Control for septic tank drainage into a field

### **Question 17 - Trees**

Are there any trees on the site? If so, will they be affected by the proposal?

It is a punishable offence to damage a tree recklessly by careless manoeuvring of plant or machinery or by partial destruction of root systems through thoughtless excavation or alteration of ground levels. Problems arising from such activities may lead to prosecution.

Assessment as to the impact on any tree can be assessed generally by the size of the canopy.

**Trees on the site must be clearly shown on the plans**, numbered if necessary. Indication must be given if they are to be affected by the proposal and how they are to be protected during any development works.

If you answer yes to either or both question (17 a) or 17b)), you must consult appropriately with the Department of Environment, Food and Agriculture, Forestry Directorate, Tel 01624 695706, and provide a tree survey where necessary ?

### **Question 18 – proximity to a river?**

Is/Are the proposed work(s) within 8 metres of any watercourse (river, ditch or drain)?

Development will not normally be allowed within 8 metres of any watercourse in order to protect the aquatic and bankside habitats and species.

In addition to requiring planning permission, any works likely to impact on a watercourse, e.g. bank repairs, erection of structures such as bridges, culverts also require the consent of the Manx Utility Authority's Land Drainage Engineers.

If the watercourse is a designated Main River, consent is required for planting of trees and shrubs or erection of any structure within 9m (30') of either bank. Please Telephone 695949 for further information.

DEFA will always be vigilant to proposed developments which may permanently or temporarily affect a watercourse via pollution, sedimentation or direct deterioration, and will require completion of a *Development within 8m of a Watercourse* form if they judge that the proposal poses such a risk due to its nature or timing.

In such instances, the DEFA Fisheries Directorate will contact the applicant or his/her agent to discuss completion of the form and, where appropriate, to arrange a site visit. Without satisfactory completion of the form, DEFA will formally express concerns and are liable to object to the proposed development pending the form's completion and resolution of any issues they may require addressing.

Applicants may contact DEFA Fisheries by telephoning 685857 for advice in advance of submitting their application to Planning.

### **Question 19**

Please indicate if pre application discussion has been held and if so with whom.

It is helpful if the applicant confirms whether opportunity was taken to discuss the application and advice sought from the Planning Officer for the area prior to submission. Please indicate yes or no and state the name of the Officer who provided the advice.

**Question 20.**

Do you wish to provide any additional information which may assist the Planning Officer in considering the application? Any statement, justification in support of your application should be provided. You may continue on a separate sheet of paper if necessary.

**Please note that as this detail makes up part of the application. The information will be made available to members of the public who wish to inspect the application. The application in its entirety will not only be available at the Department's public counter but across the internet through the Government's online services facility.**

Adequate copies of the supporting statement must be provided for each application copy.

**Question 21 – Building Control.**

Building Regulations are a separate requirement to planning permission and are a legal obligation where the technical aspect of a build is controlled/monitored.

Complete this section if you are making an application for building regulation approval at the same time as your planning application. Please include the date and reference number where possible.

There are three Building Authorities serving the Island

- Department of Environment, Food and Agriculture, Planning and Building Control (alongside planning),
- Onchan Commissioners; and
- Douglas Corporation.

Please indicate the authority to which your application refers.

You do not have to apply for building regulation consideration at the same time as your planning application, and may wish to await a positive outcome to your planning application before making a submission.

Please note comparison is made where possible to ensure that any application under building regulations is supported by plans consistent with a planning permission.

**Question 22 – Schedule of Drawings**

Drawings and plans must be referenced appropriately and listed here. Please continue on a separate sheet where necessary.

**Question 23 – Statement**

The applicant must read the statement, sign and date the application.

If you are signing on behalf of a company your relationship to that company MUST be clearly stated, i.e Secretary, Director etc.

Please ensure that sufficient copies of the application form and supporting plans are provided. A site location plan and site plan must be included in ALL CASES.

An application check list, Form PL.7 is required to prompt submission of all appropriate supporting forms. Available electronically:

<http://www.gov.im/media/71239/planning-application-check-list-pl7.pdf>

PLEASE ENCLOSE A Statement of Ownership - CERTIFICATE O1. Failure to do so will invalidate the application. Available electronically:

**Failure to submit all required plans will result in your application being returned.**

## **Plans to Include**

**Four copies of all plans (with exception to window applications) must be submitted**

Site Location plans – A digitally prepared map of a scale of at least 1:1250 (can vary depending on the merits of the application) and sufficient to show where and the extents of the site edged in red. Any other land owned or controlled by the applicant should be edged in blue. The plan should also show the nearest road junction and indicate any access proposals. For site developments proposing more than five properties it is requested that in addition to the site plan in hard copy an electronic form is also provided in a DXF Version.

Site Plans – These should define the actual footprint of the site affected by the proposal in red.

Plans - Drawings/plans should be drawn to an appropriate, low and clear scale (1:50 or 1:100). The drawings should **clearly show**

- a) the actual proposed development, and
- b) the site and buildings as they presently exist ideally on a separate drawing.

Where existing and new works are shown on the same drawing, new works should be distinctively marked. Demolition works should also be shown. The material to be used in the external finish of walls and roofs and their colour should be indicated. The means of access to the site, landscaping and the type of wall, fence or other means of boundary treatment proposed for the site must be shown. This is of particular importance where development is proposed close to or affecting the boundary of neighbouring property. If the site is not flat and is close to neighbouring properties section plans of the site levels and elevations showing the height comparison to neighbouring properties must be provided.

Applications for change of use of part of premises **must** be accompanied by floor plans showing the extent of the existing and proposed uses.

Where the application is for approval in principle and supported by a site plan, further information or detail may be required to clarify intentions such as, where the principle is for a new dwelling, what accommodation is sought and the style of development intended.

Plans should be annotated to include north point and scale. They should contain figured dimensions or be capable of being accurately scaled. The notation "Not To Scale" should be avoided as plans so annotated will not be accepted.

The submission of photographs of the site is almost always of assistance and may help speed up the consideration of the application. Photomontage images are useful to indicate a proposal, but they are not a substitute for scaled elevation plans which should always be submitted.

**All submissions in support of the application, plans and drawings are open to inspection by the public.**

**In the Department's view if the application is not supported by adequate and clear site plans and drawings outlining all the works proposed, the application will not be validated and will be returned.**

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