

Planning application records

Summary of planning applications and related records held by the Public Record Office:

The Isle of Man Record Office holds planning records dated **pre-1984**, as follows:

Record type	Date range	Reference code
Planning applications, index maps and registers		
Planning application index maps (Ordnance Survey County Series and National Grid)		A34
Planning application registers (31 volumes)	1936-1985	A26/2
Planning applications (not a complete sequence)	1921-1932	A10
Planning applications (not a complete sequence)	1936-1983	A10, A26, A34
Planning applications (microfilm copies – not a complete sequence)	1936-1983	A26/4, A34, A10/3
Planning applications – Douglas No 1 and No 2 planning schemes (not a complete sequence)	1939-1986	A26/1
Planning applications – ‘miscellaneous hospitals and agriculture’ sequence	1939-1989	A26/1
Planning applications – ‘special planning’ sequence	1968-c1978	A26/1
Rolled plans, principally planning applications for Government projects (please ask a member of staff for further details)	c1960-1983	A34
Douglas No 2 Ballakermeen and Ballabrooie Estates planning scheme – 1 plan/map and 1 provisional planning order	1939	A26/3
Planning application enquiries and committee minutes		
Planning – public enquiries minute book	07 Jan 1937-22 Dec 1939	A34
Planning Committee minutes	28 Dec 1944-06 Feb 1984	A34
Planning – Special Planning Committee and Planning Appeals Committee minutes	10 Oct 1967-30 Jun 1975	A34

Please be aware that we do not hold a complete sequence of all planning applications. Some planning applications were missing from the sequence prior to their transfer to the Isle of Man Public Record Office.

In cases where a planning application is missing, copies of the application documents *may* be available to view on microfilm. This will depend on whether or not the application was present in the sequence at the time of microfilming and whether we hold microfilms covering the correct date.

How to search for a planning application (pre-1984 applications)

In order to view a pre-1984 planning application, you first need to identify the planning application number. There are two search tools available at the Public Record Office to help you do this:

1. Planning application index maps:

- Ordnance survey maps (County Series and National Grid) of the Isle of Man overlaid with planning application numbers relevant to each area of land.
- Available to view in the Public Record Office reading room as digital images on our public computer terminal.
- Public Record Office staff will be available to assist you in viewing the images on computer.

The original maps are in poor condition and so they are not available for public consultation. In the event that the planning application numbers on the digital images are too difficult to read, Isle of Man Public Record Office staff *may* be able to retrieve the original map for you (this is dependent on the extent of damage to the original map).

How to locate the correct map sheet using the index maps:

- i. Consult the place index:
 - An index ordered alphabetically by place can be found in our public reading room.
 - The place index should provide you with map sheet references to the area of the Island you are interested in.
- ii. Consult the overview index maps:

These show the map sheet reference numbers on an overview plan of the Isle of Man. There are a number of overview index maps available:

- Overview map for the County Series (all-island) – available as a digital image on the computer in our reading room.
- Overview map for the County Series Town sheets – available as a digital image on the computer in our reading room.
- Overview maps for the National Grid 1st, 2nd and 3rd map sets – available as a digital images on the computer in our reading room.
- Overview map for the National Grid sheets (available as a hard copy in our public reading room).

- iii. Locate the correct map sheet (digital image) on the computer terminal in our public reading room:

The maps are divided into 5 folders:

- County Series maps (all-island except towns – see below). Digital copies located in the folder 'CSScan'.
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- County Series town maps for Peel (1, 2 and 3), Douglas (1, 2 and 3) and Ramsey (1 and 2). Digital copies located in the folder 'CSScanTn'.
 - National Grid maps Set 1. Digital copies located in the folder 'NGScan1'.
 - National Grid maps Set 2. Digital copies located in the folder 'NGScan2'.
 - National Grid maps Set 3. Digital copies located in the folder 'NGScan3'.

Within the folders, the map sheets can then be identified by the map sheet reference (taken from the place index and overview index maps).

2. Planning application registers:

- Available to view in the Public Record Office reading room for the period 1936-1985 (accession A26/2).
- The registers are stored in our strong rooms and must be ordered by completing a document request slip (specifying the year/date range of the register(s) you wish to view).

The planning application registers are not indexed and planning applications are listed in date order. Finding the exact application can be time-consuming using the registers alone if you do not know the year in which the application was submitted. We recommend you check the index maps first to obtain a planning application number and then use the planning registers as a secondary search tool if necessary.

How to consult planning records at the Public Record Office (pre-1984 applications only)

Most pre-1984 original paper planning applications (and related committee minutes) are available to view in the Public Record Office reading room on request. There are exceptions to this:

- Occasionally, the planning application has not survived and is missing from the series of planning applications deposited at the Public Record Office.
- Occasionally, a planning application may be very fragile and not suitable for handling.

In both these cases, the application *may* still be available to view on microfilm. The availability of a microfilm copy will depend on whether or not an application was already missing from the series or was in too poor condition to be copied when the records were microfilmed. In addition, we do not hold a complete set of microfilm copies – some dates are not included in the series.

In order to request a planning record:

- Complete a document request slip (for planning applications, please include the planning application number, property and the year the application was submitted).
- Hand your request slip to a member of staff who will retrieve the record from our stores.
- Retrieval of documents can take up to 60 minutes. If you would like a planning record retrieved in advance of your visit so it is ready for your arrival, please contact the Public Record Office (providing at least 48 hours' notice of your visit).

Please note that planning records cannot be removed from the Public Record Office reading room.

You will be asked to provide some form of photographic identification when visiting the Public Record Office. We strongly recommend that you make an appointment to visit in advance, as some of our

planning records are stored off-site and retrieval of the original records can take time. If you wish to consult large quantities of planning records, please discuss this with a member of staff in advance of your visit. This will help us to plan for your visit and effectively manage the large volume of records to be served.

Please see our website <http://www.gov.im/pro> for further details of how to visit us, including our opening hours, location and identification requirements.

Copying planning records

We offer a range of options for copying and photographing records, although the availability of copies of planning records may be limited by copyright restrictions, where documents are in poor condition or too large for copying.

Please see the Isle of Man Public Record Office Information Sheet 3 'Copying records' and Information Sheet 2 'Fees' for further details. Payment for scans and photocopies can be made in cash or by cheque payable to 'Isle of Man Government'. Unfortunately we are not able to accept payment for scans or photocopies by debit/credit card.

Enquiries relating to planning records

We aim to assist researchers as much as possible when using planning records in our reading room; however, we cannot offer a search service for planning records in response to remote enquiries or provide legal advice. You are welcome to visit the Public Record Office to search our indexes and consult planning records using the procedures above. If you are not able to visit in person, you may wish to consider employing an independent researcher to carry out a search on your behalf.

Access to planning applications records from 1984 onwards

Planning applications from 1984 onwards remain the responsibility of the Planning and Building Control division of the Department for Environment, Food and Agriculture (DEFA). You can search an index of planning applications submitted from 1984 onwards by using the online search tool provided by DEFA: <https://www.gov.im/planningapplication/services/planning/>

Some recent planning applications are also available to view online through the same website. To ask about viewing a planning application from 1984 onwards that is not available online, please contact the Planning and Building Control division on 01624 685950 or by email: planning@gov.im

Contact details

If you would like further information, please contact the IOMPRO on 01624 693569 or email us at public.records@gov.im.

Isle of Man Public Record Office

Unit 40A Spring Valley Industrial Estate, Braddan, Douglas, Isle of Man, IM2 2QS

Website: <http://www.gov.im/pro>
