

The Town and Country Planning Act 1999
The Town and Country Planning (Development Procedure) Order 2019
**Minor Changes Application-
to an existent 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.

For office use only
Date:
Receipt number:

1. Site Address. The site address of this amendment **MUST** match that of the existing approval.

2. a) Full name of Applicant

b) Address of Applicant

Telephone number

Home

Work

Work

Applicant E-Mail Address

3. a) Full name of Agent (if any)

b) Address of Agent

Telephone number

Agent E-Mail Address

4. Reference Number of the planning approval you wish to amend

5. Please describe/explain the proposed amendment - If necessary please continue on a separate sheet

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 its subsequent 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.

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

Some of the information you provide such as the applicant name, and address will be shared at our public counter, with the Local Authority and as part of the application image via our online service.

We will only keep these details in accordance with the appropriate application under the Town and Country Planning Act 1999.

Full details of how and why the DEFA processes your personal information are contained in our [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

I/We the named applicant(s) hereby apply for amendment to an approval, in respect of the matters set out and in accordance with the information submitted herewith.

The amendment detailed in this application is the ONLY change proposed from the approval as issued

**Signature of Applicant
or Agent**

Date

Capacity (if signing on behalf of a company, please clearly state your relationship)

Apart from those proposed to be amended I herewith confirm:

ALL other detail relative to the original planning application

remains accurate

The administration fee of £115 is enclosed

GUIDANCE

Per Schedule 1 of The Town and Country Planning (Development Procedure) Order 2019

A minor changes application must —

- (a) Specify the planning approval that is the subject of the application;
- (b) Specify the changes to that approval which are being applied for;
- (c) Include an explanation as to why those changes are being applied for;
- (d) If relevant, include the site plan, and the plans, elevations and sections of the proposed buildings and structures referred to in paragraph 2(3) amended to indicate those changes.

Planning and Building Control Directorate,

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IM1 2SF Tel: +44 1624 685950 Fax: +44 1624 686443 Email: planning@gov.im