Isle of Man Government
Reiltys Ellan Vannin

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

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.

Putting the Customer First

Continue overleaf

The Department of Environment, Food & Agriculture is a data controller for the purposes of the General Data Protection legislation and requires the information on this form to comply with its legal obligations under the Town and Country Planning Act 1999 and subordinate legislation.

Your personal information will be held by the DEFA for the purposes of processing this application and may be used to ensure compliance with the provisions of the Town & Country Planning Act and in particular Part 4 Enforcement of Control.
Some of the information you provide, such as your name, address and contact detail will be shared at our public counter, with the Local Authority and as part of the application image via our online service. It may also be shared within the DEFA or other Government Departments, boards or offices for the purposes of statutory functions. We will only keep these details for as long as we require them, and in accordance with the General Data Protection legislation.

You may withdraw your details at any time if you no longer wish us to process your application. Full details of how and why the DEFA processes your personal information are contained in our P&BC Privacy Notice

The Department's Data Protection Officer can be contacted 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 £110 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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