

## 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 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 Town and Country Planning (Registered Buildings) Regulations 2013 as amended.

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 1999 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, in order to give notice and publicise receipt of the application. 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 DEFA processes your personal information are contained in our privacy [P&BC Privacy Notice](#).

The Department's Data Protection Officer can be contacted on 686781 or by email at [DPO-DEFA@gov.im](mailto: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**

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.

**Table 1**

Location in the Building. <i>e.g. numbered indicator on a floor plan, i.e. Area 1 on Floor Plan.</i>	Feature or element of the building fabric to be affected. <i>e.g. front entrance door, staircase.</i>	How will this feature or element be affected by the proposals. <i>e.g. inappropriate glazing replaced by stained glass.</i>

(Attach a continuation if necessary)

## 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)