



Isle of Man
Government

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Major Planning Applications Process (Trial)

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Department of Environment, Food and Agriculture

Planning and Building Control Directorate Murray House

Introduction

The table at the end of this document sets out the Major Planning Applications Process, which is available (subject to resources) on a trial basis.

This responds¹ to Strategic Objective 2 of the [Built Environment Reform Programme](#), "Improve the Planning Process" and under this Action 2.2 is. "Introduce a Major Applications Process – Develop and trial a major applications process, identifying and addressing issues which can cause delays to their determination".

The trial process is intended to facilitate:

- front loading of the process as much as possible;
- ensuring that potential conflicts between consultees are identified and resolved;
- proactive communication with the applicant on requirements;
- clarity on expectations from applicants on quality of submission and timely provision of additional/amended information; and
- provision of information/experience to refine the process and to also inform the wider reform programme.

The scheme will be reviewed on a regular basis, and any applications which enter into the trial will be monitored to track progress. Following final determination of such applications, applications will be invited to a reviewing meeting to inform future iterations of the trial.

The trial is being supported by a number of actions including:

- provision of additional staffing resources within the Development Management Team;
- discussions with individual consultees;
- review of/provision of additional guidance about related matters; and
- other actions within the wider programme that will link to this trial.

¹ A second action under this is, "Review condition discharge process to avoid delays to on-site commencement" which is being progressed separately.

Stage (and indicative timescale)		Applicant	Planning	Consultees
Pre-Application (Potentially 6-12 months)	Initial Advice	Seeks Initial Advice as per usual process	Aims to respond to queries within 10 working days	
	Entry to Scheme	Submits Scoping Report which contains the relevant information ² and agrees to entry the trial.	Offers entry to Major Planning Applications Trial (if meets the relevant criteria) ³ and assigns Case Officer	
	Scoping – Identification of Key Issues and Requirements for Supporting Information		Scoping Report sent to the main consultees with deadline for response (normally 21 days). Applicant's responses would be co-ordinated by the Case Officer who would then provide a single written response to the applicant (a meeting will also be offered).	Respond within timescale identify and outline: key issues/concerns, data/methodological requirements/comments and any other initial observations/concerns. Invited to meeting if required.
	Key Issues – Pre-Application discussion	Provides written outline of proposed approach to key issues (this may include e.g. draft masterplans etc.). This may be informed by direct contact for follow-up queries with consultees, but Case Officer should be made aware.	Proposed approach discussed with relevant consultees and any further comments provided (a second meeting would also be offered).	Respond to follow up queries. Invited to meeting if required.
Up to 2 Weeks	Submission & Validation	Submits all the information normally required and a Validation Statement ⁴	Application validation is fast tracked. Case Officer: confirms Validation Statement (to allow continuation in Major Planning Applications Trial), and agrees case-specific consultee list .	

² The relevant information is: a plan sufficient to identify the land and a brief description of the nature and purpose of the development, including its location (including any site specific issues/constraints/features) and technical capacity; a summary of what the applicant believes to be the key policies of the Strategic Plan (2016) and any relevant Area/Local Plan (including the allocation of the site), and details of how they would propose to respond to any identified policy requirements or conflicts; and an explanation of the potential likely significant effects of the development on the environment (including the results of any technical studies already produced, details of any technical studies proposed to be produced and the methodology to be followed for these); and such other information or comments as the person making the request may wish to provide or make.

³ The entry requirements are that: the application is for 30+ houses, 500sqm+ of commercial floor-space and/or would require an Environmental Impact Assessment; and the applicant as part of pre-application discussions submitted a fit-for-purpose scoping document (must satisfy both requirements).

⁴ This sets out all of the legal/policy information requirements, as well as any specific points/requirements raised at the pre-application stage, and where within the submitted documentation these had been addressed.

Stage (and indicative timescale)		Applicant	Planning	Consultees
3 Weeks	Publicity	Displays site notice as required and provides photographic evidence.	Consultees are contacted directly and made aware of the application and that it was part of the Major Planning Applications Trial process.	Consultees asked to provide a response within 21 days in which they either provide a full response or set out why they had been unable to provide a full response, the actions that they were undertaking to be able to provide a full response and the target date for the provision of that response. ⁵
1 Week	Review Meetings	Participates in Review Meetings.	Case Officer would hold a two stage review meeting as soon as possible after the 21 day consultation period: <ul style="list-style-type: none"> The first part of this would be with the consultees to discuss any issues and how they might be addressed (i.e. additional information/amended scheme), and to identify any conflicts between what consultees were asking, and explore how they might be resolved. The second part of this would be with the applicants (and potentially some consultees) to discuss amended/revised plans and information and the timescales for its provision. 	Invited to review meetings (if required)
TBA	Amended/Additional Information – <i>If required</i>	Provides information in accordance with agreed timescales and also the requirements for the provision of amended information	Amended/Additional Information processed within 10 Days of Receipt, publicity carried out as required.	Invited to respond to Amended/Additional Information (if required).

⁵ There may be some situations where e.g. Highways or Utilities consultees require 3rd party modelling to be undertaken to be able to respond.

Stage (and indicative timescale)		Applicant	Planning	Consultees
Normally 2-3 Weeks	Determination ⁶	May attend/speak Planning Committee	Report produced and submitted to Planning Committee, applicant advised of target meeting and when added to agenda. Case Officer may (at their discretion) discuss draft conditions (without prejudice).	May be invited to attend Planning Committee.
Up to 6 Months ⁷	Section 13 Agreement (If required)	If approved and a Section 13 agreement is required, the decision notice is not issued until this is signed - see Operational Policy	Will provide instructions to the Attorney General's Chambers, and respond to any queries, as quickly as possible.	
	Appeal	Information on Planning Appeals		

⁶ This process assumes it is not an application to be determined by Council of Ministers.

⁷ The Department and Attorney General's Chambers will endeavour to accommodate any requests to commence this work in advance of the Planning Committee Meeting (without prejudice), which may reduce any delay in the issuing of the Decision Notice after the meeting.