

The Town and Country Planning Act 1999 The Town and Country Planning (Development Procedure) Order 2019

Pre-Application Advice Form

This form can be submitted by email to planningqueries.DEFA@gov.im with all supporting documents attached or delivered to our office.

All relevant questions on this form must be answered.

The aim of this form is to help with any queries that you may have before submitting a planning application. These include but are not limited to the following:

- advice on the planning issues relevant to the consideration of the proposal;
- information on relevant national and local planning policies which will be used to assess the proposal;
- technical standards likely to be applicable e.g. size and number of parking spaces required;
- the information that should be submitted with the planning application;
- how the applicant can identify constraints, including Conservation Areas, Registered Buildings, Ancient Monuments, areas liable to flood and areas that are subject to other statutory designations such as landscape quality or ecological areas;
- indication of the likely requirement for financial or other types of contributions from the developer, such as affordable housing and open space provision;
- the requirement, or otherwise, for Environment Impact Assessment;
- advice on which other parts of Government should be included in pre-application discussions;
- the planning history (copies of relevant decisions can be made available subject to payment of the appropriate copying fee - the planning history will not constitute a formal land search and the information given will be restricted to that which is relevant to the enquiry);
- advice on the planning process including the procedure, fee, consultation and general process for the determination of an application; and

1. Site Address

2. a) Full name

b) Address

Telephone number

Home

Work

E-Mail Address

3. Description of Proposal



Data Retention

Please be aware that pre-application advice may be relevant should the Department be subject to any request under Freedom of Information legislation or General Data Protection Regulations. Correspondence relating to any pre-application enquiry will be only retained by the Department for 2 years, after which any pre-application discussion detail will be destroyed. Accordingly if you were hoping to rely on pre-application discussion that is older than 2 years you will need to seek fresh advice.

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 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

Guidance Notes

The more information provided with the enquiry the better. It allows us to provide a greater level of feedback and to provide a response more quickly. To help us, your request for pre-application advice must be accompanied the following information:

- Full contact details, including a telephone number and e-mail address;
- Description of the proposals;
- Explanation of the proposals and what you are trying to achieve;
- A to scale Site Location plan and site layout with a red line around the boundary of the site;

and as much of the following as possible:

- Sketch drawings including elevations and floor plans (if applicable);
- Description of the site (including its existing use) and any particular site characteristics, e.g. level changes;
- Details of any known planning history;
- Photographs of the site and immediate surroundings;
- Any known constraints to development; and
- Technical studies (if available), e.g. ecological or traffic impact assessments.