



Isle of Man
Government

Reillys Ellan Vannin



Making a Planning Application – A Guide for Applicants

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Department of Environment, Food and Agriculture

Planning and Building Control Directorate Murray House

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For more information see www.gov.im/planningapply

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1.0 INTRODUCTION

The Purpose of this Guidance

The Town and Country Planning (Development Procedure) Order 2019 (hereafter 'The Order') sets out the information to be included within a planning application. Additional requirements are set out on the planning application form and within policy documents. This guidance is intended to help explain these requirements. If an application does not have the information required it cannot be validated (accepted for processing).

This guidance relates to planning applications, it may not be relevant for applications for the following types of application. Please note that for works to a Registered Building or involving an advert a relevant consent may be required in addition to planning approval.

- Registered Building Consent
- Advertisement Consent
- Certificates of Lawfulness
- Minor Changes to a Planning Application

For a summary of the planning process, the stages involved and how long each may take see www.gov.im/planningapplicationprocess

What is Planning Approval?

Planning approval is required in order to legally carry out 'development'. Development can be physical building works or a change in the use of land or a building. Some forms of development are granted a blanket approval, sometimes called 'Permitted Development' and this is set out in various Development Orders. For more information see [Do I need planning approval?](#)

If you wish to carry out development which is outside Permitted Development, you will need to submit a specific planning application, which seeks approval from the Department (of Environment, Food and Agriculture) to carry out the development. Any development undertaken before any approval is reached, is done so at the developers own risk. For more information see www.gov.im/planningenforcement

How long does it take?

The Department works to deal with Planning Applications as quickly as possible, but the time taken varies from case to case. All applications must be properly processed and assessed, including being advertised. If your application is complex or controversial the process will take longer. If there are problems with an application, and those problems could potentially be easily overcome by making changes to the proposal or supply additional information, the Planning Officer may advise you of this, so you can consider whether you could submit an amendment to the proposal. However, amended plans may need to be being re-advertised, which will mean the application will take longer to determine.

Who Can Apply for Planning Approval?

Anybody. A landowner of a site does NOT need to be the applicant, nor is land ownership a material consideration in planning terms. Applicants, if they are not the landowner, are encouraged to notify and liaise with the land owner in any submission as the granting of approval does not allow or authorise the development of land outside of an applicant's ownership or control. An appointed agent (architect, planning consultant or surveyor) may submit a planning application and act on behalf of the applicant.

If there is sufficient information will my application be approved?

Not necessarily. It is important that the Department has sufficient information to understand the proposal. Without this, the proposal cannot be assessed. However, there is a difference between the amount/quality of information required and whether the development described by that information is acceptable. The Department must make three considerations:

- Does the application contain the correct information to be validated?
- Does the application contain the correct information to be determined?
- Should that determination be a planning approval or refusal?

The validation of a planning application does not preclude a request for further information prior to determination (see below) and having sufficient information to determine does not mean planning approval will be granted.

Can there be requests for further information?

The Department can require such additional information as it requires to be able to understand, assess and determine the application (this is not the same as amended information which the applicant chooses to submit to address issues). Such a direction will include a date by which the information must be submitted (at least 21 days) and, if the information is not provided by that date, the Department may treat the application as withdrawn.

Information on the process and fee for amending applications post-submission is at www.gov.im/planningamends It is therefore important to ensure your application contains all the necessary information from the outset to avoid additional delays and costs being incurred. The information required in support of an application is set out in Sections 3 and 4 of this guide.

What do I need to think about before making an application?

It is recommended that you try to ensure your application contains not only the information required to meet the minimum standards for validation, but any other information, to avoid unnecessary delays (or possibly refusal) post-validation.

Material Considerations

Planning Applications are assessed against Material Considerations and you are therefore advised to consider these in putting together your application. See www.gov.im/materialconsiderations

Policy & Guidance

A key material consideration is whether or not the proposal is in accordance with planning policy, including the land use zoning in the relevant Local or Area Plan. See www.gov.im/developmentplan. Regard will also be had to the characteristics of the site, other relevant strategies and evidence

base, and other material considerations, such as the Residential Design Guide (see www.gov.im/rdg) for residential developments.

Examples of information that may be required in light of these include: Design Statements; Protected Species Survey; Heritage Information (for example if in/adjacent to a Conservation Area or relating to a Registered Building); and Structural Report (for conversion of older buildings).

For more information see Section 7 – Supporting Statements & Development Specific Information.

Building Control

If planning approval is granted, then the development must take place in accordance with the approved plans. Many people choose to apply for Building Control (BC) approval after gaining planning approval, as BC plans are often more detailed. This is perfectly reasonable, however it is important to consider how you will build the development to avoid issues arising at the BC stage which result in plans needing to be changed, which will normally mean either fully re-applying for planning approval or potentially a Minor Change Application (See www.gov.im/planningamends).

In particular, it should be noted that the Building (Amendment) Regulations 2019 that came in to force on 31 December 2019 included a requirement that applications for new dwellings (and extensions over a certain size) be accompanied by a Standard Assessment Procedure calculation. Known as a SAP calculation, this procedure assesses the energy performance rate of the proposal (see <https://www.manxsap.im/>).

Sustainable Construction

In light of the above, it is helpful to consider at the planning stage any specific design choices or approaches that are necessary to achieve the relevant SAP score. Such considerations can be detailed in design statements or other supporting information as they may be relevant for explaining how a development complies with requirements for energy efficiency (Strategic Plan General Policy 2(n) or, for larger developments, the Energy Impact Assessment (Strategic Plan Energy Policy 5). Section 2 of the Residential Design Guide gives more information in relation to Energy Impact Assessments and also wider elements of Sustainable Construction.

Can I seek pre-application advice?

Pre-application advice can be sought by writing or emailing the Planning Office explaining your proposals. Officers will provide advice on the likely planning issues and what information may be required as part of an application. It is not the purpose of pre-application advice to give certainty as to the outcome of an application because the only means by which a proposal can be properly tested is through the planning application process itself. See www.gov.im/planningpreapp

The Department recommends that you also consider advising your neighbours of the proposed development by your application and take the opportunity to overcome and/or resolve any concerns they may have which you may not be aware of prior to any submission.

It is also encouraged that an applicant takes the opportunity to speak to any utility providers (gas, water, electricity, telecom etc.) which may be involved should your proposal be approved. Are there any manhole covers on the site? Is the site within a flood risk area? Are overhead or underground electric cabling nearby? Will you need a new phone line or water supply? If so, contact the relevant Authority prior to making your finished application.

Does this guide apply to resubmitted applications?

Planning approvals are normally subject to a condition that they must be commenced within 4 years. If a proposal has previously been approved but that approval has not been implemented within the relevant time period, a fresh application is required. If that time period is reaching an end, but has not yet expired, an application to vary the condition may normally be submitted. In either case, the application must contain the information set out in the current order, even if the previous application did not.

2.0 TYPES OF APPLICATION

Reference is often made to seeking 'planning approval'. However, there are several different types of approval and different applications that can be made. This section provides a summary of what each application is for and the common issues with each.

a) Full Application

This is the most common type of application. It involves operational development (such as built development) and is a stand-alone application which does not rely on any previous approval and, if approved, can be implemented on its own. Examples may be a planning application to erect a new shop, to add an extension to an existing house or to construct a new boundary wall.

Common Issues

- *Development must take place in accordance with the approved plans. Any material deviation from the plans may result in formal enforcement action.*
- *If approval is granted it may be subject to conditions. If you have concerns with these conditions they can be appealed within 21 days of the approval being issued. Otherwise, failure to comply with these conditions may result in formal enforcement action. Some conditions also have timescales which require things to happen before the development commences, or before it is occupied.*
- *Separate Building Control approval is often required for buildings and, if submitted after planning approval, may result in changes being required to the scheme. Therefore, given the above two points, you may then need to submit a new planning approval or apply for a Minor Change (see below). It is therefore advisable to be sure that it is practicably possible to build something before applying for approval.*

b) Change of Use.

A Change of Use application is where a material change is proposed to the use of land or buildings that does not include any operational development (e.g. built development) - noting that internal alterations may not constitute development.

Common Issues

- *It may be that operational works are proposed but would be Permitted Development if the use were successful. However, Permitted Development does not apply until the change of use has been approved and implemented. So, if those operational changes are required to make the change of use acceptable then they would need to be approved at the same time and so a full application would be required.*
- *Whilst a change of use may be applied for and approved, if that use is not exercised the 'old' use will remain valid. Where a change of use also entails building work that would constitute development, this should be a FULL application.*

c) Approval in principle.

An Approval in Principle is essentially the same as a Full application, other than some specific details are reserved to be approved later. The matters that can be reserved are: siting, design, external appearance, internal layout of buildings, site layout, drainage, landscaping or means of access. Approvals in Principle cannot therefore be made in relation to changes of use or alterations to existing buildings. An Approval in Principle cannot be implemented until all of the reserved matters have been approved.

Please indicate which elements of the principle you wish to be considered within this application and in doing so provide as much detail as possible to assist with the assessment. Details not submitted at this stage are termed 'Reserved Matters', which would be submitted for later consideration should an approval in principle be granted (*using section d*).

Common Issues

- *The amount of information that is required for an Approval in Principle will depend on the development and the site. Beyond the minimum validation requirements and details of those elements which are not reserved, the application will require sufficient information to address any policy issues or site-specific constraints. For example, if there are lots of trees on a site, a full tree survey and indicative layout may be required to show that the site will not result in an unacceptable loss of trees. An application for a farmworkers dwelling would need to include the full agricultural justification.*
- *The Approval in Principle will contain commence timescale conditions, for larger sites if reserved matters are approved for some plots (and those plots commenced) but not applied for on other plots others it may be that part of the application lapses for those plots which have not had reserved matters approved.*

d) Approval of matters reserved from a previous application.

Reserved Matters application is a follow-on from an Approval in Principle - it seeks approval of the matters not approved in the Approval in Principle. It goes through the same process as a normal application – including requiring a fee, being consulted on and, potentially, being appealed.

A reserved matters application can only be made if there is a valid approval in principle on the site and the conditions attached to that approval have been met. All matters reserved from the consideration of the approval in principle should be submitted within this application and indicated accordingly using the check boxes. The reference number in relation to the principle application must be quoted. **Failure to include the previous application reference number will result in your application being returned as invalid.**

Common Issues

- *The reserved matters application cannot change any details which were not reserved – so if siting of buildings was not a reserved matter, then the reserved matters application must comply with the siting as shown in the Approval in Principle.*

If the application is under types c or d please make sure you indicate the criteria which is being considered by circling them

d) Variation of a condition.

Where a valid planning approval is already in place and the developer is seeking to vary a condition of that approval. This category includes application for the extension to the duration of an approval (an extension of time) specifically to review a condition where time constraint has been applied. If approved, the application will result in a new decision notice. In all instances the original planning application reference and numbered condition to be varied should be noted.

3.0 THE APPLICATION FORM

The following guidance notes correspond with the numbering on the application form PA 20.4 which can be downloaded from our website.

Unless you apply online, the following numbers of hard copies are required.

- Replacement windows and/or doors – 2 copies
- Where the Department owns the land or may have a vested interest – 3 copies
- All other applications – 2 copies

NB The Department may request a paper copy for a larger project

Please ensure that all questions are answered accurately and fully (unless specifically indicated as optional). Incomplete or inaccurate forms may lead to your application being returned as invalid, or delays in dealing with it.

Question 1 - Site Address

Address or Description of the site to be developed

Write the full address of the property or field reference number where the development is proposed.

Question 2 - Local Authority

Write the name of the Local Authority where the application site is located. If you are unsure please contact the Department who will advise you accordingly.

Question 3 - Types of Applications

Please refer to Section 2 of this guidance document

Question 4 - Is the application retrospective?

If the application relates to works already undertaken, state when the works were started and completed. Please also provide the planning enforcement enquiry reference if there is one.

Question 5 - Full name(s) of applicant

The full name of the applicant is required in this section, even where an agent has been appointed. In the case of a limited company the full details of the business or company name, as recorded at the company registry.

Question 6 - Address of applicant

The full contact address of the applicant is required. Provision of a telephone number and/or email address can assist toward a more expedient process should the Department need to contact you to resolve any queries. Please be aware scanned copies of this application and its content are published and available via the Governments' website. Redaction can be applied on request when the decision is final.

Please be aware that any decision notice will be issued to this email address UNLESS an agent has been appointed. Agents, where there is one, will be sent the notice to their address or email address if provided.

Question 7 - The Applicant's interest in the site.

If there are obligations that may require access onto land outside of the applicants control these will need to be addressed. If DEFA has (or could be deemed to have) an interest in the appreciation or site (for example DEFA owns the site), please highlight and clarify this as part of your answer.

Question 8

a) Agent name

Full name or business name of agent (if any)

b) Address of Agent

If using an agent, all correspondence concerning the application, including the decision notice will be sent to them rather than the applicant – PLEASE see c) below. Provision of a phone number or email address will assist the Case Officer should any queries arise during their consideration.

c) If using an agent, please indicate whether the acknowledgement letter and site are to go to the Agent **OR** to the Applicant. The recipient of these documents will be responsible for affixing the site notice as soon as practically possible.

Where the agent indicates that the applicant is to affix the site notice, an acknowledgement will be issued to the agent confirming that the paperwork has been sent to the client and informing them of the planning reference number.

Question 9 – please describe clearly the works proposed.

Please refer to the [Guidance on Descriptions](#)

Question 10 – Existing Use of Site/Proposed Use of Site

- a) Give details of the existing use of the site, i.e. residential, office, retail etc.
- b) And the proposed use if it should differ.

Note: It is helpful to consider which Use Class the existing and proposed uses fall into. Please refer to the [Town and Country Planning \(Use Classes\) Order 2019](#).

Question 11 - Is the development within a Conservation Area

Development within a Conservation Area – if you are unsure whether your site is located within a Conservation Area, check prior to submitting your application with staff of the Department or via the Departments [website](#).

*Note: Separate consent is required for works to Registered Buildings (including internal alterations) and **all** demolition works within a Conservation Area (this is the same process as Registered Building Consent).*

Question 12 – Relevant Fee enclosed – where required.

Please state the fee accompanying the application and which is enclosed. If advice is needed please telephone the Department. Contact details at the back of this document. Cheques should be made payable to the IOM Government. Without the appropriate fee the Department will not validate the application. Where the Department returns an application as invalid and the information remains outstanding 30 days later, any fee already remitted will be refunded.

Please note that where the works are within a Conservation Area, and would have been Permitted Development had they been outside of such, there is no fee chargeable. Where the fee is calculated on floor area, please state the floor area used for the calculation in the box provided. If the applicant is claiming exemption as a registered charity, please state the Registered Charity Number.

Question 13. Alterations to an Access

This section must be completed if alterations are proposed to a vehicular and/or pedestrian access. Such alterations must be clearly indicated in the submitted drawings (see guidance in relation to plans). Should such alterations be proposed (including dropped kerbs) it is always advisable to consult with the Department of Infrastructure, Highways Services prior to any submission. The numbers of parking spaces available or provided by the development, where appropriate, must be indicated. Further guidance is provided Section 4 and Appendix A – Highways.

Question 14 – Site levels

Where a proposal involves changes to site levels (for example where a proposal is on a sloping site and so part of the site is to be excavated or raised up), it must show existing and proposed site levels. Proposals for new buildings must show the site levels relative to a fixed datum outside the site (see Table 1). It can also be helpful to provide a cross section of the ground levels must be provided. These must show clearly both the existing and proposed levels to demonstrate any potential change.

If you are to alter ground levels by importation or exportation of any materials the detail of the quantities expected must be stated (See Section 4, table 1).

Note: Consultation and pre application advice for mineral movement and extraction should be directed to the Minerals Officer, DEFA as a separate license may be required as well as any planning approval.

Question 15- New or Amended Supplies to Utilities

Give details of any amendments to supplies in order that the statutory bodies may assess the implications of the proposal (water, gas electricity, telecoms).

It would benefit the applicant to approach **all** the relevant utility providers, a) to d), prior to submitting the application to assess whether there are any issues relating to works on the site, for example overhead/underground electricity cables.

Question 16 – Foul and Surface Water Drainage

Although to some extent covered by the Building Control process, the planning application process can include consideration of whether the proposed development can be suitably drained. Therefore, details should be supplied in relation to surface water treatment and foul drainage.

Note: Where it may be proposed to discharge septic tank or bio disc effluent into a watercourse, a licence to discharge such effluent must be applied for and obtained from Department of the Environment Food and Agriculture, Environmental Protection Unit (DEFA, EPU).

Advice may be sought respectively from:

- *the Building Control Authority (dependent on locality of the site please contact IOM Government 685902, Douglas 696375 or Onchan 624967);*
- *for Storm or foul water drainage, consult with the Manx Utilities - Drainage Tel 693513; and*
- *DEFA, Environmental Protection Unit Tel 685894 for a licence to discharge into a river/watercourse or Building Control for septic tank drainage into a field.*

Question 17- Trees

Please confirm whether there are there any trees or large shrubs or hedges on the site and, if so, whether the proposal might have an impact on them (please refer to Section 4, table 2).

Note: It is a punishable offence to damage a tree recklessly by careless manoeuvring of plant or machinery or by partial destruction of root systems through thoughtless excavation or alteration of ground levels. Problems arising from such activities may lead to prosecution.

Question 18 – Proximity to a river?

Is/Are the proposed work(s) within 9 metres of any watercourse (river, ditch or drain)?

Notes:

- *Development will not normally be allowed within 9 metres of any watercourse in order to protect the aquatic and bankside habitat and species.*
- *In addition to requiring planning approval, any works likely to impact on a watercourse, e.g. bank repairs, erection of structures such as bridges, culverts also require the consent of the Manx Utility Authority's Land Drainage Engineers. If the watercourse is a designated Main River, consent is required for planting of trees and shrubs or erection of any structure within 9m (30') of either bank. Please Telephone 695949 for further information.*
- *A separate form is required for Development within 9m of a Watercourse (see Section 4, table 2).*

Question 19 – Is the development within an area of flood risk?

See section 6 for guidance.

Question 20 - Have you consulted the Department prior to making this submission?

It is helpful if the applicant confirms whether opportunity was taken to discuss the application and seek advice from the Department prior to its submission. Please indicate yes or no and state the name of the Officer who provided the advice and the date of that correspondence.

Question 21 – Building Control.

Building Regulations are a separate requirement to planning approval and are a legal obligation where the technical aspect of a build is controlled/monitored. More information about Building Control is available from our website.

Complete this section if you are making an application for building regulation approval at the same time as your planning application.

There are three Building Authorities serving the Island

- Department of Environment, Food and Agriculture, Planning and Building Control (alongside the planning service),
- Onchan Commissioners; and
- Douglas Borough Council.

You do not have to apply for building regulation consideration at the same time as your planning application, and may wish to await a positive outcome to your planning application before making a submission.

Please note that DEFA makes comparison where possible between planning and building control applications, ensuring consistency in the plans between both functions.

Question 22

Do you wish to provide any additional information which may assist the Case Officer in the consideration of the application?

Any statement, justification in support of your application should be provided and continued onto a separate sheet where necessary. However, this detail makes up part of the formal application. The information will be available to members of the public who wish to inspect the application. If development is approved, conditions may be attached that it is carried out in strict accordance with any supporting information submitted.

The application in its entirety will be available at the Department's public counter AND via the Government's online services facility.

General Data Protection Regulations notice

Question 23 — Statement

The applicant must read the statement, sign and date the application. If you are signing on behalf of a company your relationship to that company MUST be clearly stated, i.e. Secretary, Director etc.

4.0 PLANS, DRAWINGS AND INFORMATION

The Town and Country Planning (Development Procedure) Order 2019 sets out the process for planning applications. Article 5 requires someone applying for planning approval to provide

- an application form supplied by the Department, completed by the applicant;
- such other documentation referred to in that form not otherwise set out in Schedule 1 of the Order; and
- the particulars specified in Schedule 1 of the Order.

Article 5 also provides for the Department to issue a direction for the provision of additional information that is required to be able to understand, assess and determine the application. If this information is not supplied within the specified time, the applicant can be treated as withdrawn. If the information is submitted it may also require an amendment fee and additional consultation. It is therefore important to ensure your application contains all the necessary information from the outset to avoid additional delays and costs being incurred.

This section contains two tables:

- the general requirements for planning applications (Article 5); and
- additional requirements that often apply (information that is likely to be sought by way of an Article 5 direction if it is not provided up front).

Plans must be presented on paper of such a size to make its contents clear to the Department without the need for clarification or explanation. All plans should be named and numbered in a logical manner (e.g. "Drawing 01 – Location Plan").

Applications must include a drawing register which lists everything submitted as part of the application in addition to the application form. This is to ensure that anyone reviewing or commenting on the application is aware of everything they may need to look at, which is particularly important for on-line submissions.

Please note that failure to submit all required plans and detail sufficient to clarify and validate the proposal will result in your application being returned.

Further guidance on key topics is available in the following appendices:

- Appendix A - Highways
- Appendix B – Trees
- Appendix C - Ecology
- Appendix D – Economic Issues

Table 1 - General requirements for planning applications

What is Required	When is it Required	Policies/Legislation	Additional Guidance
Application Form and Such documentation referred to in that form	All Applications	Town & Country Planning (Development Procedure) Order 2019 Article 5(3)	See Section 3 – The Application Form
Site Location Plan	All Planning Applications (including Reserved Matters and Variation of Condition)	Town & Country Planning (Development Procedure) Order 2019 Schedule 1 Para 1(2)	<p>All applications must include an accurate and up-to-date site location plan to a standard scale showing:</p> <ul style="list-style-type: none"> • a clearly marked North point; • red line boundary (application site); • blue line boundary (other land controlled by the applicant); and • the relationship of the site to adjoining land and buildings, to any highway serving the site, and to the nearest settlement or other familiar point of reference. <p>Any plan provided in response to the fourth bullet above may consist of a separate plan not exceeding a metric scale of 1:10,000.</p>

What is Required	When is it Required	Policies/Legislation	Additional Guidance
Site Plan	All Planning Applications other than Approval in Principle, Change of Use of a Building (no operational development) or replacement windows/doors in Conservation Areas.	Town & Country Planning (Development Procedure) Order 2019 - Schedule 1 Paragraph 2(3)(a)	A plan to a metric scale of not less than 1:500 on which are indicated accurately — (i) the position of all buildings, both existing and proposed; (ii) the position of any driveways and vehicular access, both existing and proposed; (iii) the position of all proposed engineering operations and any proposed fences or walls; (iv) the position, and extent, of any proposed visibility splay where the proposed development includes any works to create or materially alter a vehicular access; (v) the position and extent of any area for the parking and or storage of vehicles (motor cars, motor cycles or goods or passenger vehicles) and pedal cycles; (vi) the position and extent of all existing trees where the proposed development includes any works within the vicinity of such trees; (vii) where changes are proposed to site levels, existing and proposed levels; (viii) the position and nature of all proposed landscaping;
Details of any anticipated incidental removal of minerals or importation to or removal of waste from the site.	All Planning Applications other than Approval in Principle, Change of Use of a Building (no operational development) or replacement windows/doors in Conservation Areas.	Town & Country Planning (Development Procedure) Order 2019 - Schedule 1 Paragraph 2(3)(a)	See Section 5 – Minerals and Waste

What is Required	When is it Required	Policies/Legislation	Additional Guidance
Plans, Elevations & Sections of All Proposed Buildings and Structures (Existing and Proposed)	All Planning Applications other than Approval in Principle, Change of Use of a Building (no operational development) or replacement windows/doors in Conservation Areas	Town & Country Planning (Development Procedure) Order 2019 Schedule 1 Paragraph 2(3)(b)	<p>Plans, elevations and sections of all proposed buildings and structures both existing and proposed to a metric scale of not less than 1:100, fully dimensional using metric units and annotated so as to specify:</p> <ul style="list-style-type: none"> • the material and nature of all external finishes; and • floor or base levels relative to a fixed datum outside the site plan*. <p>*If a proposal is an extension to an existing building (where no changes are proposed to existing site/floor levels and the Finished Floor Level (FFL) of the extension is to be the same as the existing), then the existing floor levels can be taken as the existing Datum Point (i.e. plans annotated to show "FFL:1" or "FFL as existing" on the existing and new parts), and it is at the Case Officer's discretion as to whether further information is required.</p> <p>The submission of photographs of the site is almost always of assistance and may help speed up the consideration of the application. Photomontage images are useful to indicate a proposal, but they are not a substitute for scaled elevation plans which should always be submitted.</p>
Dimensioned Floor Plans (existing and proposed)	Change of Use of a Building (not including any other works)	Town & Country Planning (Development Procedure) Order 2019 Schedule 1 Paragraph 3	<p>Dimensioned floor lay-out plans of the existing and proposed use that clearly show both the existing and proposed:</p> <ul style="list-style-type: none"> • arrangement of the rooms in the building; and • means of access and egress from the building.
Details of the relevant Approval in Principle and details as required by conditions	Approval of Reserved Matters	Town & Country Planning (Development Procedure) Order 2019 Schedule 1 Paragraph 4	N/A

What is Required	When is it Required	Policies/Legislation	Additional Guidance
Details of Existing and Proposed (photo or scale drawing)	Replacement Doors or Windows in a Conservation Area	Town & Country Planning (Development Procedure) Order 2019 Schedule 1 Paragraph 5	<p>Details, both existing and proposed, of the size, shape and construction of the window or door which is the subject of the application and:</p> <ul style="list-style-type: none"> • a clear photographic representation of that window or door; and/or • a scale drawing of it. <p>Heritage Planning Policy Statement</p> <p>Alteration and replacement of windows circular</p>
Flood Risk Assessment	All Planning Applications (including Reserved Matters, Variation of Condition and Minor Changes) where application is for construction of a new building or change of use of existing building and site is identified as being in flood risk area on latest maps. Other Developments (including extensions) may also require FRA.	Town & Country Planning (Development Procedure) Order 2019 Schedule 1 Para 1(2)(e) and Application Form (Q19)	Section 6 – Flood Risk Assessments

Table 2 - Additional Requirements for Different Types of Proposals

The table below highlights additional information that is often required as a result of questions on the application form or the policies within the [Strategic Plan](#). If this information is not provided up front it may result in an Article 5 Direction, leading to extra cost and delay for the applicant.

What is Required	When is it Required	Policies/Questions which require the information to be provided	Additional Guidance
Design Statement	New Development, including individual buildings in “appropriate cases” but always where there is a Site Brief (4.3.10)	<p>Strategic Plan:</p> <p>Strategic Policy 5 – Design Statement</p> <p>Strategic Policy 3 (b) – Use of local materials and character</p> <p>GP2(a) – Site Brief</p> <p>GP2(b) – Site & Surroundings</p>	Section 7 – Development Specific Information Residential Design Guide (section 2)

What is Required	When is it Required	Policies/Questions which require the information to be provided	Additional Guidance
		GP2(c) – Landscape/Townscape Character GP2(h) – Amenity Standards for Future Residents GP2 (m) and Community Policy 7 – Safety & Security CP11 – Prevent Outbreak/Spread of Fire EP42 – Existing Settlements (inc. backland)	
Details of Material Economic Impacts	Optional	Economic Strategy Strategic Plan: Business Policy 1	Appendix D – Economic Issues
Environmental Impact Assessments	If thresholds in Appendix 5 met (or required by specific policy or site brief)	Strategic Plan: EP24 - EIA (appendix 5) and suitable supporting information in other cases MP1, WP1, EnP1, BP4	UK EIA Regulations 2017
Heads of Terms (submission) final S.13 (prior to decision issue)	Where S.13 proposed (e.g. in relation to Affordable Housing, Off-Site Public Open Space and maintenance/adoption of on-site open space, ecology mitigation, drainage etc.	Strategic Plan: General Policy 4	Section 13 Operational Policy
Completed Watercourses Form	Development within 9m of a watercourse	Strategic Plan: EP7 Application Form (Q18)	Form is available here
Appropriate tree related info	Trees on/within 15 m of site with stem diameter of 75mm+ at 1.5m above ground level	Application Form (Q17)	Appendix B – Trees
Appropriate ecology related info	Depends on site characteristics and nature of proposal	Strategic Plan: Strategic Policy 4 (b) – Landscape Nature Conservation GP2(d) – Wildlife, Habitats and Watercourses	Appendix C - Ecology

What is Required	When is it Required	Policies/Questions which require the information to be provided	Additional Guidance
		EP3 – Woodland EP4 & EP5 – Ecology EP7 – Watercourses EP22 – Vibration, Odour, Noise or Light Pollution	
Contaminated Land Information	Where the development of a site which may be contaminated.	Strategic Plan: GP2(l) – Contamination EP26 – Contaminated Land	An initial desk based review of the site's history/former uses can be provided to inform discussions with the Environmental Protection Unit
Energy Impact Statement	5+ Dwellings 100sqm of other development	Strategic Plan: GP2 (n) – Energy Consumption EnP5 – Energy Impact Statement	Can be subsumed into design statement - see Residential Design Guide (section 2)
Water Usage and Details of Water conservation and management measures	Developments (depending on individual circumstances)	Strategic Plan: IP5 – Water conservation and management measures	Can be subsumed into design statement - see Residential Design Guide (section 2)
Transport Assessment	Major Development	Strategic Plan: Strategic Policy 10 – Integrated Transport Network GP2(h) – Access/parking/servicing/manoeuvring) GP2(i) – Road Safety/Traffic CP10 – Access for fire fighting TP 1 – 8	Manual for Manx Roads
Justification if a reduced level of parking provision is proposed	Where development would not meet parking standards	Strategic Plan: Criteria for Reductions in Appendix 7	Appendix A – Highways Manual for Manx Roads
Drainage Masterplan	Large Scale Developments	Strategic Plan: GP2(j) – Services Para 11.8.5 and 11.8.7	Manx Utilities

What is Required	When is it Required	Policies/Questions which require the information to be provided	Additional Guidance
Proposed Foul Drainage solution (including soakaway results)	Where foul drainage required and mains connection not proposed	Strategic Plan: GP2(j) – Services Application Form (Q15 and 16)	Within Manx Utilities catchment areas applicants should either connect to main drainage or demonstrate some sort of exceptional circumstances which explain why they are not proposing to connect. Outside these areas the expectation would be that developments would not connect, but the application would need to be clear about what is proposed. If a soakaway is proposed, then the application should be accompanied by a percolation test.
Climate Change Act Statement	Optional (<i>although if EIA required at least some elements required – e.g. Greenhouse Gas Emissions</i>)	N/A	Residential Design Guide
Information in relation to Cultural Heritage (inc. architectural and archaeological)	Depends on site characteristics and nature of proposal	Strategic Plan: Strategic Policy 4 (a) - Heritage Assets EP6 – Heritage Areas EP30 – 41 – Heritage	Registered Buildings & Conservation Areas Heritage Planning Policy Statement Manx National Heritage (Archaeology)
Landscape	Depends on site characteristics and nature of proposal	Strategic Plan: Strategic Policy 4 (b) – Landscape Quality GP2(e) – Public Views of the Sea EP2 – Landscape	Landscape Character Assessment

5.0 MINERALS AND WASTE

All applications except those for approval in principle, change of use or replacement door/window in Conservation Area must include details of any anticipated incidental removal of minerals from the site or the importation/removal of waste to/from the site. Additional guidance in relation to Building Control and Demolition is available on the website.

For the purposes of this guidance, minerals are materials in or under land of a kind ordinarily worked for removal by underground or surface working. Waste is an eliminated or discarded material which is no longer useful to, or required by, the person who owns it.

Proposals must set out details of:

- any incidental removal of minerals from the site (e.g. the excavation of material to be sold);
- any waste to be removed from the site (e.g. from demolished structures or excavated material which is to be disposed of – also see the [Demolition Waste Form](#));
- and any waste to be brought onto the site (e.g. the importation of inert waste to raise levels).

Please also include a method statement detailing the proposed means of importing fill and/or the means of exporting the fill.

The Isle of Man has a limited number of facilities to deal with waste, and it is important that consideration is given as early as possible in the designing of a project. The validation requirements only require an estimate of the type and nature of the waste(s) which may result from a development and require off-site management (including disposal). For larger applications, it may be appropriate to consider a Site Waste Management Plan¹.

¹ This is not a requirement of the order in terms of minimum information for validation. The States of Guernsey have produced [helpful guidance](#) in relation to this

6.0 FLOOD RISK ASSESSMENTS

What is a Flood Risk Assessment (FRA)?

A FRA is, "A document which assesses the likelihood of flooding in a particular area, so that judgements can be made about the feasibility of flood mitigation measures and whether development should be allowed or not ²".

For some developments an FRA will be a technical document including supporting information. For smaller developments a statement may suffice, as long as it addresses the scope.

When is a FRA required?

Information is available as part of the [IOM Flood Hub](#) showing areas at high risk of flooding from river or tidal flooding.

The [Development Procedure Order](#) indicates that planning applications for new buildings or changes of use within a building or on land must be accompanied by a FRA.

If technical information can demonstrate that an area is not in an area at risk of flooding (ignoring the presence of any defences) then no further information will be required in order to validate the application. However in such circumstances the application must include confirmation from Manx Utilities that they have accepted the technical information.

What is the policy background?

The Order builds on an established legal/policy framework.

- Section 68 of the Flood Risk Management Act 2013 makes flooding a material planning consideration in the determination of applications.
- The Strategic Plan³ (www.gov.im/strategicplanning) contains relevant policies, including requiring flood risk assessments and details of mitigation measures. Appendix 4 sets out information required as part of a flood risk assessment for particular sites.
- In 2009 a draft Flooding Planning Policy Statement (www.gov.im/pps) was produced and consulted on, although this has not been finalised or formally approved

What does a FRA need to show?

In broad terms, the purpose of an FRA is to demonstrate that the applicant has:

- considered the presence and level of flood risk;
- identified any existing flood risk defences/mitigation and any residual risk⁴;
- considered any actions to reduce the likelihood or impact of flooding occurring and identified any proposed actions within the application details; and
- considered whether the development is likely to increase the likelihood or impact of flooding on other properties.

See Table 1 for information on the requirements for different types of development.

² Strategic Plan 2016 appendix 1

³ Originally published 2007. The latest version was adopted in 2016, although only the housing numbers were updated.

⁴ The risks left over after the actions to mitigate/defend against flood risk (e.g. the failure of flood management infrastructure such as a breach of a raised flood defence).

Table 1: Scope of Flood Risk Assessments

Type of Development	Information Required
New Buildings	Where a new building is proposed in an area of flooding the detail in the flood risk assessment should be proportionate to the scale of development proposed. However the requirement will generally be for the level/type of information as set out in Appendix 4 of the Strategic Plan.
Replacement Buildings	The level of information in the FRA may be reduced where the applicant can demonstrate that there are existing buildings on the site to be demolished and the proposed buildings will result in a net reduction in flood risk due to the proposed use, size and/or flood resilience of those buildings.
Domestic Buildings (NOT New or Replacement Houses or Flats)	New buildings in the curtilage of residential properties (e.g. garages, sheds and other outbuildings) will not normally require a flood risk assessment, other than a statement which sets out: <ul style="list-style-type: none"> • confirmation of the flood risk; • details of any measures to reduce it; and • details of any measures to reduce wider impacts (e.g. measures to reduce surface water run-off).
Change of Use	For an application for change of use which does not involve any operational development, it must set out: <ul style="list-style-type: none"> • that the proposed use is less vulnerable than the existing use⁵; and/or • the mitigation measures proposed to mitigate the risk of flooding to the proposed use.
Approval in Principle	The amount of information will depend on what matters are reserved, however the application must provide sufficient information to demonstrate how the applicant considers that the site <u>could</u> be made safe, even if the exact measures to be used are to be confirmed in subsequent reserved matters applications.
Extensions and Alterations	Proposals for extensions or alterations to an existing building which do not involve a change of use are not required by the Order to include a FRA to be validated. However, this does not preclude the requirement of further information prior to determination, and so where such a proposal is in an area at risk of flooding, the inclusion of information is encouraged to avoid delays.

How can I obtain more information?

Manx Utilities hold information in relation to flooding, including hydraulic models. These can be provided in certain circumstances to support the production of flood risk assessments for larger developments. For smaller developments they may be able to provide advice about potential flood levels (to inform the identification of proposed mitigation measures).

⁵ Manx policy does not set out vulnerability classes, and so Table 2 of the UK National Planning Policy Framework Guidance should be referred to:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/6000/2115548.pdf

7.0 SUPPORTING STATEMENTS & DEVELOPMENT SPECIFIC INFORMATION

Applicants should consider:

- Which policies will the application be assessed against?
- Has sufficient information be provided to apply those policies?
- If a proposal could be considered contrary to all or part of a policy, is it clear why this approach has been taken and what other material considerations the applicant considers outweigh this non-compliance?
- If a proposal is contrary to a land use designation, has information been provided to assess this (for example re: Strategic Plan General Policy 3)

Irrespective of the requirements set out in this document, it is generally helpful for applications to be accompanied by a supporting statement setting out, in material planning terms the background to the development and any key features/issues/considerations.

Strategic Plan

This guidance focuses on general issues, there will be specific policies/information requirements that relate to specific types of developments, for example these [Strategic Plan](#) policies:

- New Agricultural or horticultural building (including dwelling) (Environment Policy 15) – Demonstration of Need, including details of wider holding and proposed use of building (including details of internal layout and how the space will be used) and Environment Policy 8 (Storage/Feed of Animals close to existing water courses and Agricultural Code of Conduct);
- Use of Existing Rural Buildings for New Purposes such as tourist or small-scale industrial/commercial (Environment Policy 16);
- Horticulture (Environment Policies 17 and 18);
- Equestrian Pursuits (Environment Policies 19 – 21);
- New Housing Developments - Housing Policy 5 in relation to affordable housing on 8+ dwellings and Recreation Policy 3 in relation to Public Open space for 10+ dwellings and Community Policy 1 – Neighbourhood Centres (where relevant/appropriate);
- New Agricultural Dwellings (Housing Policies 7 - 10) – information relating to the points in 8.9.3;
- Conversion of Rural Buildings to Dwellings (Housing Policy 11);
- Replacement Dwellings in the Countryside (Housing Policies 12 – 14);
- Creation of Flats (Housing Policy 17) – adequate space (including for refuse), outlook and (if possible) parking;
- Extensions to properties in the countryside (Housing Policies 15 – 16);
- Retail on Industrial Sites (Business Policy 5);
- New Office Development (Business Policies 7 & 8);
- Retailing (Business Policies 9 – 10) – New/Increase of Retail Floorspace (measured externally) of more than 500sqm requires Retail Impact Assessment;
- Tourism (Business Policies 11 – 15);
- Loss of local shops/public houses (Community Policy 4) – evidence of attempts to market;
- Minerals (Minerals Policy 1); and
- Waste (Waste Policy 1).

Area Plans

The Area Plans (currently [South](#) and [East](#)) contain a number of site/area specific policies/requirements which are not referenced in this document, although the general requirements for Design Statement to explain compliance with Site Briefs is referenced. They also both contain detailed landscape advice and proposals which should be taken into account and, for areas outside these the [Landscape Character Assessment](#)

In addition, the Area Plan for the East contains a number of general policies about application content in relation to:

- How development proposals contribute to long term provision of network of green spaces (Natural Environment Proposal 1);
- Protection of Dark Sky Discovery Sites (Natural Environment Proposal 7);
- Taking account of the Active Travel Strategy (Transport Proposal 1);
- Integrated Transport Networks (Transport Proposal 2);
- Utilities – electricity, water, sewage, gas, telecommunications and drainage (Utilities Proposals 1 – 6 and Telecommunications Proposal 1); and
- Residential Matters (Residential Proposal 2).