

# Planning Application Check List

This check list is aimed to assist the applicant in preparing an application and subsequently the Department's administration staff in validating the application and the Planning Officer in their assessment of the proposal, by ensuring that the necessary supporting information accompanies the application.

**For office use only**

Ref:

Please note that the checklist includes some items, which in some instances, it may be helpful for applicants to include as additional material to support their application, which is over and above the statutory requirements as stated within Schedule 1 [Article 4(1)(a)] of the Town and Country Planning (Development Procedure)(No2) Order 2013.

This form must be attached to your application (one copy should be completed per application).

Failure to complete and include this form with your application **will** result in your application being returned.

Please tick the boxes as necessary. Where detail is not applicable to the application please note 'N/A' accordingly.

Site Address

1. I have referred to the Guidance Booklet 'Making a Planning Application'.
2. I have consulted with the Network Planning Officer of the Department of Infrastructure, Highway Services, to agree access issues (where appropriate).
3. I have included one fully completed application form and three copies of same (two for windows).
4. The correct fee of £  is enclosed -   
*Cheques should be made payable to the **Isle of Man Government**.*
5. The building is Registered. *If Registered, have you completed and enclosed the appropriate Registered Building Consent Application (one form plus two full copies of all supporting plans).*
6. If your application is for works to a Registered Building, **please provide** a Photographic Survey with your application.
7. The address is accurate and the description of the proposed work is clear and appropriate for the development.   
*Field numbers can be obtained from Department of Infrastructure - Cartography. Tel +44 1624 685923.*
8. **CERTIFICATE OF LAND OWNERSHIP** - Certificate O1(i) is enclosed   
**This certificate is mandatory. No application will be processed until such time as the certificate is submitted.**
9. Please indicate if the Applicant and/or Owners of the site is either an employee or member of Planning and Building Control. 

Yes	No
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10. Where the Applicant and/or Owner of the site is a family relation of either an employee or member of Planning and Building Control, please enclose details with the application form. 

Yes	No
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11. Illustration of the existing site/buildings, incorporating floor plans, elevations and sections (as necessary). The plans must clearly show the existing relationship with neighbouring properties and land boundaries.   
*Floor plans and elevations must be to a metric scale of either 1:50 or 1:100.*



Putting the Customer **First**

Continue overleaf

**Form PL.6(i)**

- 14. Illustration of the proposed site/buildings, incorporating elevations and sections and clearly showing height dimensions in relation to any neighbouring properties.
- 16. Existing and proposed ground levels and finished floor levels relating to a fixed point off site (datum) (e.g. manhole covers, gate posts, etc.).
- 17. Where the application seeks approval for groundworks (i.e. tipping and infilling), existing and proposed levels, together with sections through the site, must be submitted. **Note:** You may be advised to consult with Department of Economic Development, Minerals Section.
- 18. If your proposal involves the extraction and removal off-site of minerals (rock, stone or sand), please provide details of the expected tonnage involved, and include a method statement detailing the means proposed for: extracting the rock, stone or sand; the processing of materials on-site where applicable; exportation and destination of the minerals.
- 19. In the case of development of an existing property that is in a poor state of repair, a survey must be provided confirming the structural stability of the building before alteration.  
*If necessary a method statement should be submitted illustrating how the proposed works are to be carried out without compromising the structural integrity of the building.*
- 20. Photographs as may be necessary to assist the explanation of the proposal and to demonstrate the existing elevations of the property.
- 21. In the case of applications for replacement windows, brochure diagrams can be submitted, but scale drawings showing the elevations, the materials proposed, style and opening method are also required.
- 22. A plan showing **all** existing trees on the site; trees should be numbered. Any trees suggested for removal must be clearly marked on the plans and agreement with the Department of Environment, Food and Agriculture's Forestry, Amenity & Lands Directorate confirmed.  
*The assumption will be that any trees not identified for removal are to be retained and will be given appropriate protection by the applicant during any development approved.*
- 23. A planting/landscaping scheme must be provided where appropriate.
- 24. In the case of an application for advert consent the colours and sizes are clear and an accurate reflection of what is intended is shown. Please provide photomontages where possible.

**Plans Required: four copies of plans (three for applications relating to windows) drawn accurately to an appropriate metric scale, and including:**

**PLEASE ENSURE YOU HAVE ENCLOSED**

- A current, up-to-date **Site Location Plan** in order to identify the application site at an appropriate scale to easily locate the property. These can be purchased from the Planning and Building Control. The site must be clearly outlined in **red** with an unbroken red line indicating the curtilage of the proposed works. A **blue** outline should be used to define the extent of any additional land ownership or land owned or controlled by the applicant.
- A **Site Plan** showing the boundaries outlined in **red** of the curtilage of the building or the building as extended, and its relationship to adjoining boundaries (including written dimensions from each side of the building to its relevant boundary), and the size, position and use of every other building or proposed building within that curtilage.

**Please Note:** the site indicator must be a continuous, unbroken **red** line delineating the exact footprint of the site proposed.

A copy of the application will be forwarded to the Local Authority in which the site is situated, and the Network Planning Officer, DOI Highways Services.

**Signed**  **Print Name in BLOCK LETTERS**

**Dated**

**Planning and Building Control**  
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