

Application for Development Permission

Notes for Guidance

The paragraph numbers correspond with the question numbers on the application form.

1.	State the applicant's name and address.	If the application is submitted by an agent, all correspondence including the decision notice will be sent to the agent.
2.	State the address of the site or if it has no address please describe its location (e.g. <i>Land to the south of</i>).	Please enter the land registration details. If you do not know them, you can obtain them from the Lands and Buildings section of SHG at Essex House.
3.	Please describe the proposal accurately and concisely. Provide details of all the buildings/uses proposed. Examples: <ul style="list-style-type: none">• <i>Construction of two dwellings and access drive</i>• <i>Extension to provide bedroom and bathroom,</i>• <i>Change of use of dwelling to shop,</i>• <i>Construction of four light industrial employment starter units,</i>• <i>Siting of a container for domestic storage</i>• <i>Installation of wheel chair access ramp</i>	
4.	Please tick one box for the type of development application. Please remember that for development to be lawful you need <ul style="list-style-type: none">• full development permission, or• outline development permission followed by separate approval of the details (reserved matters), and• notice required separately . <p>The above points apply to almost all types of development but there are some small scale exceptions granted under Schedule 1 of the Land Planning and Development Control Ordinance 2013 or Regulations. If you think your development may be exempt, please ask for assistance from the Planning Section at Essex House. Do not simply assume that your proposal does not need permission: it is a criminal offence to carry out development without permission and unauthorised work may also be the subject of enforcement action to remove it. The purpose of the different types of development applications listed is to enable an applicant to establish the principle of development (outline permission) before incurring the expense of detailed design; and detailed design (full permission without building regulations approval) before incurring the expense of structural design to satisfy the building regulations. Building regulations approval is not normally required for non-structural work such as siting of a container, nor construction of buildings of 28m² or less provided they do not contain sleeping accommodation. If in doubt, please ask.</p>	
5 a)	Please state the floor area measured inside the external walls, for each storey including any basement and add them together. Include verandahs that are covered by a roof or an upper floor. If there is more than one building in the application, please state the floor areas individually.	
b)	Please state the floor area of the extension measured inside the eternal walls. If there is more than one extension, please add the floor spaces together.	
c)	Please state the whole site area including the area of any driveway that forms the vehicle access from a public road.	
6.	Please state the existing use of the site (land and/or buildings) clearly and concisely. If the land is in several uses, please list them. If it is vacant please say so and state the last known use and when it ceased.	
7.	Vehicle access for the purposes of this question is access suitable for use by normal road vehicles. A	

	public right of way is a road or path in use by the public.
8.	Where a public foul sewer is available it is expected that new development should normally be connected to it. If a private arrangement, with or without a communal element such as a soakaway, is proposed, please describe and show it fully on the plans. If a septic tank is to be used, we will need to know if it will be of adequate capacity and have a satisfactory soakaway. The results of a soil percolation test to BS EN 752-4 1998 will normally be required and the soakaway designed in accordance with it. The standard method of percolation test and calculation of required extent of soakaway, can be found on numerous web sites or guidance can be obtained from the Planning Section at Essex House. If you do not have control of the soakaway area and the means of connecting to it, you will need to provide evidence of agreement of the owner.
9. a)	Adequate means of dealing with rain water and surface water will need to be demonstrated so that water will not cause a nuisance on a neighbour's property or on a public road. Consider on-site storage for irrigation and landscaping and consider creating the minimum necessary area of impermeable surfaces. Piping of rainwater to the public foul sewer is not normally acceptable and also never to a septic tank.
b)	It is generally the applicant's responsibility to deal with water entering the site. Particular attention will be needed when excavations and building up of levels are involved. Please make clear your proposed arrangement.
10.	If you do not know whether you have access to a mains drinking water supply, please contact Connect Water Division for advice.
11.	Solid waste collection from a solid container, not just a plastic bag on the ground, will generally be required and will be essential for commercial premises.
12.	Development which may have significant effects on the environment requires a report on the environmental effects. Specific Guidance Notes are available from the Planning Section at Essex House. You can make an application, at no cost, for an opinion from the Planning Officer, known as a Screening Opinion, as to whether an environmental impact assessment is needed.
13.	Feel free to add any written information which will help with the decision on your application. Please be aware that only relevant planning considerations can be considered and that the information you submit will be available for the public to read.
14.	In many cases it is better to consult your neighbours about a proposal rather than let them first read about it in the newspaper and it also gives you an opportunity to consider adjusting your proposal to meet their concerns.
15.	Please let us know if you have consulted SHG or other bodies on aspects of your proposal before submitting your application. Please say who you discussed it with and when.
16.	We need to know what the external materials and finishes will be so that we can assess how well the building will fit in with its surroundings including any existing buildings.
17.	If you are applying for approval under building regulations as part of this application, please provide the details as well as showing them on your drawings.
18.	Please confirm which drawings you are submitting by ticking the relevant boxes. If we need additional drawings or other information in order for a decision to be made on your application we will ask you for it.
19.	Your application will be registered and processed once the correct application fee has been paid. The fees are based on floor area of buildings or, in the case of outline applications, on the site area. Copies of the Fees Regulations and guidance notes can be obtained from the Planning Section at Essex House. We will check the floor area and site area on your drawings and confirm the correct fee to be paid. The fee can be paid at the customer service centre in the Post Office building, Jamestown. Payment by bank transfer.
PLEASE REMEMBER TO SIGN AND DATE YOUR APPLICATION.	

