



Secretary  
Development and Planning Commission  
Suite 631  
Europort  
Gibraltar

Tel: 350 20075483 Fax: 350 20074086

**Form  
1**

**VER. OCT 2015**

**APPLICATION FOR PLANNING AND BUILDING CONTROL APPROVAL**  
Under Sections 17 and 18 of the Town Planning Act, 1999 and Section 45 of the Public Health Act

Please read the **guidance notes** and complete in block letters. Return the completed form, together with any accompanying drawings and other documents, to the above address. For **major** applications you must submit one set of drawings at A1 size and one set at A3 size. All other types of application please submit one set at A3 size.

<p>1 <b>Applicant's name and address (Not Agent):</b></p> <p>Tel No: _____ Fax No: _____ E-mail: _____</p>	<p>2 <b>Name and address of Agent:</b></p> <p>Tel No: _____ Fax No: _____ E-mail: _____</p>
<p>3 <b>Location of proposed works:</b></p> <p>Property No: CP/FP: _____</p>	<p>4 <b>Status of applicant (tick appropriate box):</b></p> <p>Freeholder <input type="checkbox"/> Leaseholder <input type="checkbox"/> Tenant <input type="checkbox"/> Other (please specify) <input type="checkbox"/></p>
<p>5 <b>Application Type:</b> (please tick appropriate box):</p> <p>Outline Planning Application <input type="checkbox"/> Planning/Building Control Application <input type="checkbox"/></p>	<p>6 <b>Previous permission:</b> If this is an application for a permit following the grant of outline planning permission, please state reference number of approved outline planning application: BA.....</p>
<p>7 <b>Description of development:</b> (briefly describe proposals)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Tick box if development involves:</p> <p>New build <input type="checkbox"/> Demolition <input type="checkbox"/> New access to highway <input type="checkbox"/> Change of use <input type="checkbox"/> Alterations/extension <input type="checkbox"/> Altered access to highway <input type="checkbox"/></p>	
<p>8 <b>Estimated cost of works:</b> £.....</p>	<p>9 <b>Owner of building or land (Name and address):</b></p> <p>(a) Freeholder  (b) Leaseholder</p>
<p>10 <b>Use of existing building or land:</b> State the current use of the site.....  If vacant state last use .....</p>	

11	<b>Density of development (Floor Space Index):</b> Site area: .....Sq m  Aggregate area of floorspace within building: .....Sq m	12	<b>State total number of parking spaces:</b> Existing: ..... Proposed: .....																																														
13	<b>Percentage of plot covered by:</b> (a) Existing building .....% (b) Proposed building .....%	14	<b>Height of building:</b> State overall height of proposed building(s) in metres :  .....m																																														
15	<b>Environmental Impact Assessment:</b> Does your proposal, require the submission of an Environmental Impact Assessment under the Town Planning (Environmental Impact Assessment) Regulations 2000 ? <div style="text-align: right;">           YES <input type="checkbox"/>      NO <input type="checkbox"/> </div>																																																
16	<b>Felling of trees:</b> Please tick box if development involves the felling of tree(s) and show species and location on plan. <input type="checkbox"/>	17	<b>Drainage:</b> Method of surface & foul water drainage (tick box) New <input type="checkbox"/> Existing <input type="checkbox"/>																																														
18	<b>Floorspace</b>																																																
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20 **Ownership details (see guidance notes)**

We need to know who owns the application site. If you do not own the site or if you only own part of it, we need to know the name(s) of the owner(s). We also need to be sure that any other owner(s) knows that you have made an application. Please read the attached guidance notes if in doubt.

If you are the sole owner of the whole site Certificate A will apply. Please tick the appropriate box below:

**CERTIFICATE A**

I certify that at the beginning of the period 21 days ending with the date of this application, nobody, except the applicant, was the owner(s) of any part of the land to which this application relates.

**CERTIFICATE B**

I certify that the applicant (or his agent) has given the requisite notice (Form S21A attached) to everyone else who, at the beginning of the period 21 days ending with the date of this application, was the owner of any part of the land to which the application relates, as listed below:

Owner's name	Address at which notice was served	Date on which notice was served

Continue on a separate sheet if necessary

21 **Public Participation**

Some types of development are subject to public participation requirements under Section 19 of the Town Planning Act (referred to as "Section 19 developments").

Some common Section 19 developments include :construction of buildings more than 4m in height, extensions of one or more additional storeys where the height would exceed 4m, swimming pools, use of land as bar/restaurant (including fast food restaurants). For the complete list seek advice from the Town Planning Division or refer to the Town Planning (General Procedures) Regulations, 2001, that can be viewed at [www.gibraltarlaws.gov.gi](http://www.gibraltarlaws.gov.gi)

If Section 19 applies you must:

- a. Place a notice (use form S19 attached) on site and this must remain for at least 14 days. On completion of the 14 days, complete and submit your application.
- b. Place a notice (use form S19 attached) in the Gibraltar Gazette, a daily and weekly newspaper. Copies of each of the publications in which the notices are published must be submitted as soon as possible after their publication.

Tick the box if the proposal is a Section 19 development.

22 **Drawings**

List all drawings, plans and other documents included with the application.

**NB** Location and site plan **MUST** be included.

.....

.....

.....

I/we hereby apply for permission to carry out the development described in this application and accompanying plan(s) and documents. I understand that an initial fee is payable on acknowledgement with a further fee payable following the first inspection following the grant of Building Control approval.

I/we acknowledge and agree that details of this application, including details of the applicant(s) name(s) and address(es) (but no other personal data such as telephone numbers, email addresses and signatures), will be made available online on the E-Planning service of the Department of Town Planning and Building Control, together with all drawings and other supporting documentation.\*

Signed ..... Date .....

\* It is a legal requirement to make this information available on the Register of Applications and Decisions which is open for public inspection, and it is for this purpose that the information is posted online.

# Guidance Notes

## ***When do I use this form?***

This form is only to be used for the following types of application:

***Outline Planning Application*** – prior to submitting the full details required in an application for a Planning Permit, a person may submit an application for Outline Planning Permission (Section 18, Town Planning Act). Outline Planning Permission, if granted will approve the principle of the proposed development subject to certain conditions. Granting Outline Planning Permission does not authorise the commencement of works on site. Following the outline planning stage the applicant will then need to submit a detailed application for a Planning Permit and Building Control approval.

***Planning/Building Control Application*** – This is a joint application for both a Planning Permit (Section 17, Town Planning Act) and for Building Control Approval (Section 45, Public Health Act). A Planning Permit confirms the approval of all planning matters relevant to a development, and may be issued subject to certain specified conditions. Building Control Approval confirms compliance with the Building Regulations and may also be issued subject to conditions.

Do not use this form for any of the following types of application:

- Application for Demolition - use Form 2;
- Application for Advertisement consent – use Form 3;
- Application for Consent to cut/top protected tree – use Form 4.

Forms 2, 3 and 4 are available from the Town Planning/Building Control Division.

## ***How many copies of the application must be submitted?***

Return the completed form, together with any accompanying drawings and other documents, to the above address. For **major** applications you must submit one set of drawings at A1 size and one set at A3 size. All other types of application please submit one set at A3 size.

## ***What Plans and drawings need to be submitted?***

- Location plan to a scale 1: 1250 approx – to show the exact location of the site.
- Site Plan to a scale 1:200 approx – to show clearly the boundaries of the site and its relationship with adjacent properties and roads and must include a North arrow. The site boundary should be shown in RED and adjoining land owned or controlled by applicant in BLUE.
- Block Plans, elevations, floor plans, roof plans and sections are to be shown to an appropriate scale (1:50 or 1:100) and must show the layout of the site, the existing building(s) and all proposed changes.
- Other – It is helpful for artists impressions of the proposals to be included. Photographs of the building/land as existing and photographic montages showing the superimposed proposals would be helpful. Larger developments may require a scaled model showing proposals in relation to the surrounding area.
- Design Statement – For major proposals the statement should clearly show the thought process that has led to the submitted design.
- All plans should be clearly annotated.
- All plans and documentation must be in the English language.

## ***How will you contact me?***

If you provide an e-mail address we will normally communicate with you via e-mail. In addition to the requisite hard copy of plans & documents, please submit copies of all plans & documents in electronic format.

## ***Do I need to notify anyone else of my application?***

Unless you are the sole “owner” you must serve notice on all other “owners” of the site. A notice for this purpose is included in this application form (Form S21A). Special procedures apply where you have not been able to identify all the owners of the land in question. You should contact the Town Planning Division for further advice. “Owners” include Freeholders, leaseholders and tenants of any part of the application site.

## ***Do I need to pay a fee?***

Yes. The amount will be set out in the acknowledgement letter that will be sent to you . Fees should be paid promptly to avoid delays to consideration of the application.

*Use this form to notify other 'owners' about your application.*

**TOWN PLANNING ACT  
NOTICE UNDER SECTION 21 OF AN APPLICATION FOR PLANNING PERMISSION**

Proposed development at (a)..... I/we give  
notice that (b)..... is applying to the Development  
& Planning Commission for planning permission to (c).....  
.....  
.....  
.....

Any owner\* of the land who wishes to make representations about this application should write to the Development and Planning Commission at Suite 631 Europort within 21 days of the date of this notice. Any representations must include a statement confirming that the applicant has been provided with a copy of the representations and the date this was done.

Signed .....  
\*\*On behalf of .....  
Date .....

**NOTE:** All representations received on an application will be made available online.

\* "owner" in relation to any land, means a person who is for the time being the owner in respect of the fee simple thereof or is entitled to a tenancy thereof.

\*\*delete where appropriate.

- Insert:
- (a) Address or location of the proposed development.
  - (b) Applicant's name.
  - (c) Description of the proposed development

*This form has a dual purpose - it is to be used as:*

a. *A site notice, and*  
b. *The notice to be published in the press.*

**TOWN PLANNING ACT**

**NOTICE UNDER SECTION 19(3) \* (To be published in the Gazette and in local newspapers)**

**NOTICE UNDER SECTION 19(4) \* (To be displayed on site)**

Proposed development at (a)..... I/we give  
notice that (b).....is applying to the Development &  
Planning Commission for planning permission to (c)  
.....  
.....  
.....  
.....

Members of the public may inspect copies of :

- The application
- The plans
- Other documents submitted with it

(i) at the offices of the Secretary of the Development and Planning Commission during working hours;  
(ii) at [www.egov.gi](http://www.egov.gi)  
until (d).....or the date 21 days from the date this notice was published/erected on site\*, whichever is  
the later.

Anyone who wishes to make representations about this application should write to the Development and  
Planning Commission at Suite 631 Europort by the date given above or the date 21 days from the date this  
notice was published/erected on site\*, whichever is the later.

Signed .....

\*\*On behalf of .....

Date .....

**NOTE:** All representations received on an application will be made available online.

\*Delete as appropriate

- (a) Address or location of the proposed development.
- (b) Applicant's name.
- (c) Description of the proposed development, including the relevant class designated in regulation 15  
of the Town Planning (General Procedures) Regulations 2001.

*Only use this form if you answered, "YES" to question 21 on the application form.  
This form certifies that a site notice was erected.*

**TOWN PLANNING ACT 1999  
CERTIFICATE UNDER SECTION 19 (3)**

Please tick the appropriate box.

**CERTIFICATE A**

I certify that I/the applicant\* posted the notice (form S19 attached) required by Section 19 (4) of the Act on the land which is the subject of the application. This notice was left in position for at least 14 days in a period of not more than one month immediately preceding the making of the application.

**OR**

**CERTIFICATE B**

I certify that I have/the applicant has\* been unable to post the notice required by Section 19 (4) of the Act on the land which is the subject of the application because I have/the applicant has\* no rights of access or other rights in respect of the land as would enable me/the applicant\* to do so.

I have/the applicant has\* taken the following steps to acquire those rights, but have/has\* been unsuccessful:

.....  
.....

**OR**

**CERTIFICATE C**

I certify that I/the applicant\* posted the notice required by Section 19 (4) of the Act on the land which is the subject of the application. It was however, left in position for less than 14 days in a period of not more than one month immediately preceding the making of the application. This happened because it was removed/obscured/defaced\* before the 14 days had passed during the period of one month mentioned above. This was not my/the applicant's fault or intent.

I/the applicant\* took the following steps to protect and replace the notice:

.....  
.....

Signed .....

\*On behalf of .....

Date .....

\*Delete as appropriate.