

Requirements for Inclusion on Development & Planning Commission Meeting Agendas

This information sheet sets out the requirements for an application to be able to be considered for inclusion on the DPC agenda for the next meeting.

1. Closing Date

The DPC agenda will close at the end of the 13th WORKING DAY prior to the date of the DPC meeting.

Example:

DPC meeting is Thursday 25th of the month.

Closing date will be the end of the working day of Monday 8th of the month.

If there were to be public holidays during the period in the above example then the closing date would need to be adjusted accordingly.

2. Pre-Requisites

Applications will only be considered for inclusion on the agenda if, by the **Closing Date** (as defined above):

- a) The 21 day period for comments by other 'owners' (Section 21 notification) has expired OR all those 'owners' notified by the applicant have responded in writing to the Secretary of the DPC;
- b) The 21 day period for comments by the general public (if applicable), known as the Section 19 notification, has expired;
- c) The Secretary of the DPC has received, from the applicant, copies of the publications in which all section 19 notices were published;
- d) The Secretary of the DPC has received evidence of payment of the application fee;
- e) The application has been correctly submitted with all necessary drawings and other information; and
- f) The application has been reviewed by the Town Planners and they consider that it is ready for consideration by the DPC.

Information Sheet 7 – Applications for Consideration by the Development & Planning Commission Guidelines

NB: there may be occasions where due to volume of applications it is necessary to restrict the number of applications tabled for consideration by the DPC at its next meeting. Where this occurs, even if the above criteria have been met, it may not be possible for an application to be tabled at the next meeting.

Please note that it is the **applicant's** responsibility, not the Town Planners', to ensure that all necessary documentation referred to above has been submitted in time.

3. Miscellaneous

Application forms that have been completed incorrectly or which are missing information cause unnecessary delays and additional administrative work. The following information, although required, is commonly omitted by applicants:

- Applicant's and/or agent's email address (section 1 and 2);
- Previous permissions (section 6);
- Estimated cost of works (section 8);
- Site area and aggregate floor space (section 11);
- Percentage of plot covered by buildings (section 13);
- Height of building (section 14);
- Floor space and residential type (sections 18 and 19);
- Ownership details (section 20);
- Applicant's signature and date.

Note: the section number in brackets refers to the section number of the application form (Form 1).

Applicants should always quote the application number once this has been confirmed, in all correspondence relating to the application.

The Town Planning web page <https://www.gibraltar.gov.gi/new/town-planning> has additional guidance for applicants and application forms can be downloaded from the site. It also shows DPC dates and copies of the agenda and approved minutes can be viewed. Application forms are strongly encouraged to be submitted using the e-Planning service <https://www.egov.gi/portal/classic>. The service provides for the submission of applications online and for the searching and viewing of applications, together with the submission of comments on applications by members of the public.

As DPC dates can change it is recommended that you periodically check the web site for the latest information or alternatively check with the Town planning Department.