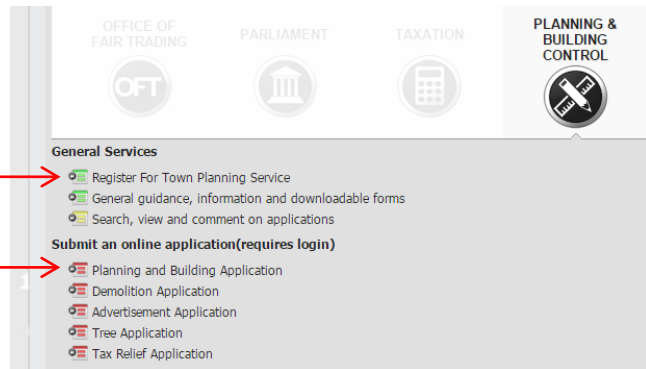


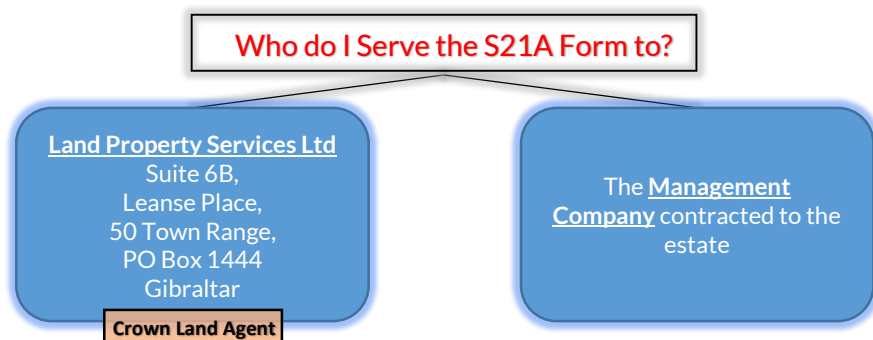
STEP 1 Visit the eGov website (<https://www.egov.gi/portal/classic>). Click on 'Planning & Building Control' and under 'General Services', register for Town Planning Service.



STEP 2 Once successfully registered to the service, under 'submit an online application (requires login)' click on 'Planning and Building Application' to start the online submission process.

STEP 3 Fill in the subsequent pages with your details and the proposed works you wish to carry out. As it is a Government co-ownership scheme, you are required to fill in section 9 (page 1) as a Leaseholder (your details).

STEP 4 In page 3 (section 20-Ownership details), you will need to select 'Certificate B'. At this stage you will need to download the S21A form, and serve this to the Crown Land Agents of the property & the Management Company respectively.



STEP 5 **Submission of Documents**
In order to complete the application process, it is mandatory to provide the following:

- **Site & Location Plan;**
- **An Existing Plan*** of the property;
- **A Proposed Plan*** of the property, with red lines showing what internal partitions are to be removed/ demolished, and blue lines for the new proposed partitions (if applicable).
- **An Existing & Proposed Elevation** would only be required for exterior works (e.g. glass curtain enclosures, changes to ground level private patios, air-conditioning units etc.).

All plans submitted should be annotated and to scale.

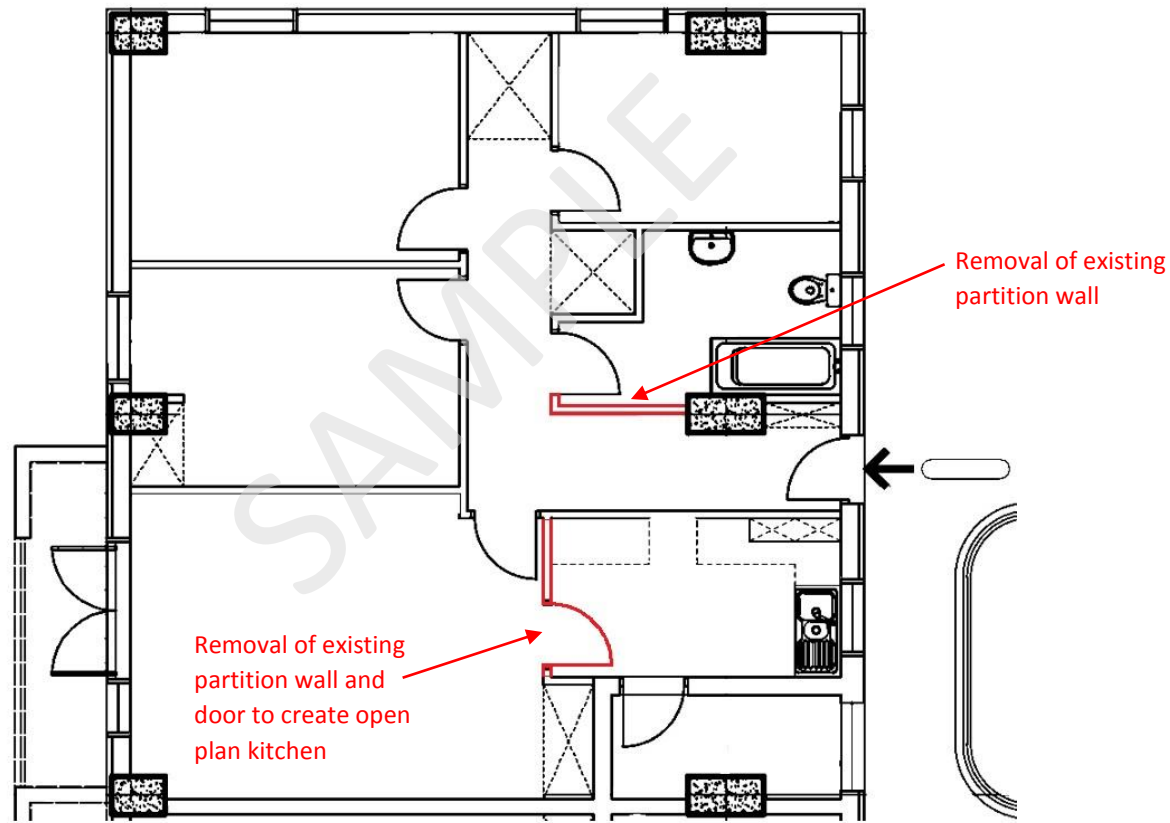
STEP 6 Once all the above has been added and uploaded to the online application form, it can now be submitted. You will then receive a confirmation e-mail verifying that the application form has been successfully submitted to Town Planning & Building Control.

After submission, what's next?

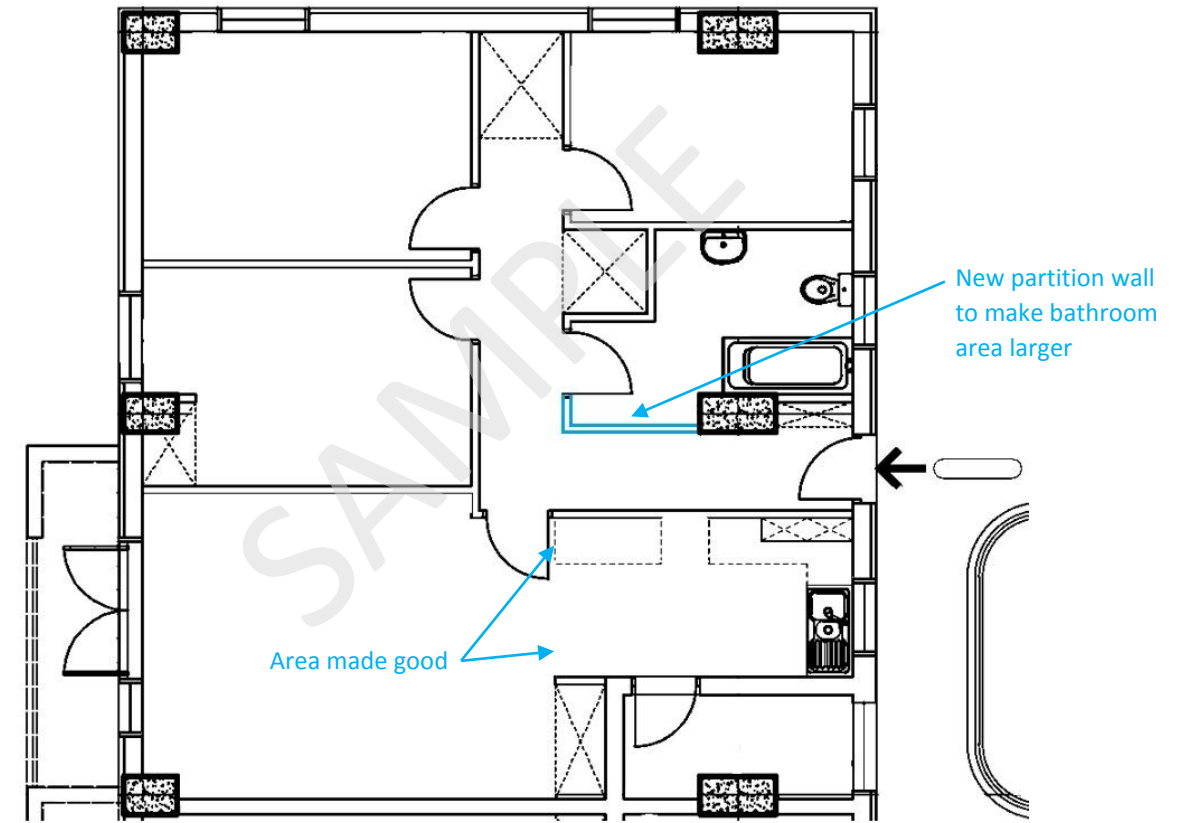
- Your application will be validated** and a nominal fee will be issued.
- When this fee is paid, the application will then be processed and tabled to the Development and Planning Commission.

*See sample plans overleaf
** If there are no errors/ information missing in the application

Sample Plan: As Existing



Sample Plan: As Proposed



<p>Site Address 0000 Seashell House, Beach View Terraces</p>	<p>Date 01/11/2015</p>	<p>Drawing Title Existing & Proposed Plan</p>	<p>Scale 1:50 @ A3</p>
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