



Secretary  
Development and Planning Commission  
Suite 631  
Europort  
Gibraltar

Tel: 350 20075483 Fax: 350 20074086

**Form  
1**

**VER. MAY24**

**APPLICATION FOR PLANNING PERMISSION AND BUILDING CONTROL APPROVAL**  
Under Sections 18 and 19 of the Town Planning Act, 2018 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: .....</p>
<p>7 <b>Description of development:</b> (briefly describe proposals)</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 <u>number</u> of parking spaces:</b> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width:20%;"></td> <td style="width:20%; text-align:center;">Cars</td> <td style="width:20%; text-align:center;">Motorcycles</td> <td style="width:20%; text-align:center;">Bicycles</td> </tr> <tr> <td style="text-align:center;">Existing</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align:center;">Proposed</td> <td></td> <td></td> <td></td> </tr> </table>		Cars	Motorcycles	Bicycles	Existing				Proposed																																					
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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> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width:25%;">Use</th> <th style="width:25%;">Existing sq m</th> <th style="width:25%;">Total (existing &amp; Proposed) sq m</th> <th style="width:25%;">Net Gain/ Loss sq m</th> </tr> </thead> <tbody> <tr><td>Residential</td><td></td><td></td><td></td></tr> <tr><td>Industrial</td><td></td><td></td><td></td></tr> <tr><td>Office</td><td></td><td></td><td></td></tr> <tr><td>Shop</td><td></td><td></td><td></td></tr> <tr><td>Storage/distribution</td><td></td><td></td><td></td></tr> <tr><td>Other (please specify)</td><td></td><td></td><td></td></tr> <tr><td><b>Total</b></td><td></td><td></td><td></td></tr> </tbody> </table>			Use	Existing sq m	Total (existing & Proposed) sq m	Net Gain/ Loss sq m	Residential				Industrial				Office				Shop				Storage/distribution				Other (please specify)				<b>Total</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 (Notice S22A 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 (where a management company exists it must also be served notice –see section below):

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

Continue on a separate sheet if necessary

21 **Buildings/land in multiple occupation (see guidance notes)**

Where the application site is within a building (or its grounds) in multiple occupation additional publicity requirements are required. You must:

- place a notice (Notice 23(A) attached) at the main entrances (and other suitable locations) to the building/land where it will easily be visible to occupiers of the building/land;
- Once the notice has remained in place for at least 14 days you must complete the requisite certificate ( use the certificate Sec25Cert attached) and submit this with your application.

If this section applies, tick the box to confirm the certificate is attached:  Sec25Cert attached

22 **Public Participation (see guidance notes)**

Some types of development are subject to public participation requirements under Section 23 of the Town Planning Act (referred to as “Section 23 developments”).  
Some common Section 23 developments include :construction of buildings more than 4m in height, extensions of one or more additional storeys, use of land as bar/restaurant (including fast food restaurants). For the complete list seek advice from the Department of Town Planning and Building Control or refer to the Town Planning (General Procedures) Regulations, 2019 that can be viewed at [www.gibraltarlaws.gov.gi](http://www.gibraltarlaws.gov.gi)

If Section 23 applies you must:

- Place a notice (use Notice S23A attached) on site and this must remain for at least 14 days. On completion of the 14 days, complete the requisite Certificate (use the certificate Sec23Cert attached) and submit with your application.
- Place a notice (use Notice S23B attached) in the Gibraltar Gazette, and two local newspapers. Copies of each of the publications in which the notices are published must be submitted with the application.

Tick the box if the proposal is a Section 23 development.

If a section 23 development tick the following to confirm they are attached:

Sec23Cert                       Copies of publications

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 contact details 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 Full Planning Permission, a person may submit an application for Outline Planning Permission (Section 19, 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 Full Planning Permission and Building Control approval.

***Full Planning/Building Control Application*** – This is a joint application for both Full Planning Permission (Section 18, Town Planning Act) and for Building Control Approval (Section 45, Public Health Act). A Full Planning Permission 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/lop protected tree – use Form 4.

Forms 2, 3 and 4 are available from the Department of Town Planning and Building Control.

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

Return the completed form, together with any accompanying drawings and other documents, to the address given on the application form. 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?***

- Planning Statement (for any applications that are more than minor in nature) - to summarise the main elements of the proposed works, background information, planning history and summary of vehicular and pedestrian access arrangements.
- 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 and documents, please submit copies of all plans and 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 (Notice S22A). Special procedures apply where you have not been able to identify all the owners of the land in question. You should contact the Department of Town Planning and Building Control for further advice. “Owners” include Freeholders, leaseholders and tenants of any part of the application site. Further advice is available on the Town Planning page of the Gibraltar Government website [Gibraltar.gov.gi](http://Gibraltar.gov.gi)

If your application is in respect of a building or land that is in multiple occupation (e.g. an apartment building) then you must also do the following:

- Serve a notice (Notice S22A) on the Management Company (if there is one) and certify this by completing the details in the section on Ownership Details of this form;
- Place notices (Notice S23A) in locations easily visible by users of the building/land such as entrances or lifts and they must remain for 14 days;
- On completion of the 14 days, complete a section 25 Certificate (attached to this form—Sec25Cert) and submit together with the application form.

If after submission of the application you are required to serve any additional persons you will be notified.

***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 notice to notify other 'owners' about your application.

**TOWN PLANNING ACT**

**NOTICE UNDER SECTION 22 OF AN APPLICATION FOR PLANNING PERMISSION**

(Notice to be given to all owners of the site)

(to be used in conjunction with Section 22 Certificate B)

Proposed development at (a) \_\_\_\_\_ I/we give notice that (b) \_\_\_\_\_ will be applying to the Development & Planning Commission, no later than **one month** from the date of this notice for planning permission to (c) \_\_\_\_\_

Once the application has been submitted and validated, you may inspect copies of:

- the application
- the plans
- and other documents submitted with it

at the office of the Secretary of the Development & Planning Commission during working hours, and online at egov.gi.

Any owner\* who wishes to make representations about this application should submit these to the Development & Planning Commission:

- **Email:** eplanningadmin@gibraltar.gov.gi
- **Postal Address:** Suite 631, Europort, Gibraltar.

to be received within 21 working days from the date the application has been validated by the Town Planner. The date the application is validated will be published online at egov.gi or you may obtain this information by contacting the Department of Town Planning and Building Control on telephone 20075483.

**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.**

**Copies of representations should be served on the applicant by email (to the email address given below) or by post or hand (at the postal address given below), to be received within the 21 working days period:**

Applicant's Email: (d) \_\_\_\_\_

Applicant's Postal address: (e) \_\_\_\_\_

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 and address
- c) description of the proposed development, including the relevant class designated in regulation 15 of the Town Planning (General Procedures) Regulations 2018.
- d) Applicant's email address
- e) Applicant's postal address

TOWN PLANNING ACT

NOTICE 23(A)

NOTICE UNDER SECTION 23(3)(a)
(to be displayed on site-minimum size A3)

Proposed development at (a)
I give notice that (b)
will be applying to the Development & Planning Commission, no later than one month from the date of this notice, for
planning permission to (c)

Once the application has been submitted and validated, members of the public may inspect copies of:

- the application
the plans
and other documents submitted with it

at the office of the Secretary of the Development & Planning Commission during working hours, and online at egov.gi.
Anyone who wishes to make representations about this application should submit these to the Development & Planning
Commission:

- Email: eplanningadmin@gibraltar.gov.gi
Postal Address: Suite 631, Europort, Gibraltar.

to be received within 21 working days from the date the application has been validated by the Town Planner. The date the
application is validated will be published online at egov.gi or members of the public may obtain this information by
contacting the Department of Town Planning and Building Control on telephone 20075483.

Any representations must include a statement confirming that the applicant has been provided with a copy of the
representations and when this was done.

Copies of representations should be served on the applicant by email (to the email address given below) or by post or
hand (at the postal address given below), to be received within the 21 working days period:

Applicant's Email: (d)
Applicant's Postal address: (e)

Signed:
\*On behalf of:
Date notice was placed on site:

Note: all representations received on an application will be made available online.

\*delete where appropriate

- Insert:
a) address or location of the proposed development
b) applicant's name and address
c) description of the proposed development, including the relevant class designated in regulation 15 of the Town
Planning (General Procedures) Regulations 2018.
d) Applicant's email address
e) Applicant's postal address



NOTICE UNDER SECTION 23(7)(a)
(to be published in the Gazette and in two local newspapers)

Proposed development at (a)
I give notice that (b)
will be applying to the Development & Planning Commission, no later than one month from the date of this notice for
planning permission to (c)

Once the application has been submitted and validated, members of the public may inspect copies of:

- the application
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Copies of representations should be served on the applicant by email (to the email address given below) or by post or
hand at the postal address given below, to be received within the 21 working days period:

Applicant's Email: (d)
Applicant's Postal address: (e)
Signed:
\*On behalf of:
Date notice was placed on site:

\*delete where appropriate

Insert:

- a) address or location of the proposed development
b) applicant's name and address
c) description of the proposed development, including the relevant class designated in regulation 15 of the Town
Planning (General Procedures) Regulations 2018.
d) Applicant's email address
e) Applicant's postal address

**TOWN PLANNING ACT**

**CERTIFICATE UNDER SECTION 23(2)**

Tick the appropriate box

**Certificate A**

I certify that:

- I/The applicant\* posted the notice required by Section 23(3) of the Act on the land which is the subject of the accompanying 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 23(3) of the Act on the land which is the subject of the accompanying 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.

(a) \_\_\_\_\_  
\_\_\_\_\_

Or

**Certificate C**

I certify that:

- I/The applicant\* posted the notice required by Section 23(3) of the Act on the land which is the subject of the accompanying 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 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:

(a) \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

\*On behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

\*delete where appropriate

---

Insert:

(a) description of steps taken

**TOWN PLANNING ACT**

**CERTIFICATE UNDER SECTION 25**

**(For use in buildings/land in multiple occupation)**

I certify that:

- I/The applicant\* posted the notice required by the Development and Planning Commission under powers granted by Section 25 of the Act in a prominent location(s) on the building/land (as specified below) where it/they would be visible to occupiers of the building/land;
- This notice was left in position for at least 14 days;

Describe below the location of the notice(s) and the date they were placed at the location(s):

Location of notice	Date placed at the location

Signed: \_\_\_\_\_

\*On behalf of: \_\_\_\_\_

Date: \_\_\_\_\_