

10 **Ownership Details**

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.

OR

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:

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

If you do not know who owns all or part of the application site you must complete a separate certificate obtainable from the Secretary to the Development and Planning Commission.

11 **Buildings/land in multiple occupation**

Where the application site is within a building in multiple occupation (or in the grounds thereof) 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; and
- 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

12 **Public Participation**

	<p>Unless the proposed demolition may be considered to be minor by reference to the size and scale of the demolition and the tools and equipment required, the application will be subject to the public participation requirements under section 23 of the Town Planning Act.</p> <p>To comply with the public participation requirements you must:</p> <p>a. 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.</p> <p>b. 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.</p> <p>Tick the following to confirm they are attached:</p> <p>Section 23 Certificate <input type="checkbox"/></p> <p>Copies of publications <input type="checkbox"/></p>
13	<p>Drawings</p> <p>List all drawings, plans and other documents included with the application. NB: location and site plan MUST be included.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
14	<p>I/we hereby apply for permission to demolish the building/structure described in this application. I understand that a fee is payable on acknowledgement.</p> <p>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*.</p> <p>Signed Date</p> <p><small>* 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.</small></p>

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
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.

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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:

*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: _____