

12 **Density of development (Floor Space Index)**

	Original approved scheme	Amended scheme	Net Gain/Loss Sq m
Site Area (Sq m)			
Aggregate area of floor-space within building (sq m)			

12 **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 S38 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, and to the Management Company (where applicable), 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

I/we hereby apply for permission to make a minor amendment(s) to an existing planning permission/Building Control Approval described in this application and accompanying plan(s) and documents. I understand that a fee is payable on acknowledgement.

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 to apply for minor amendments to a scheme that has already been approved. You can only apply for a minor amendment in the following cases:

- (a) where the development has commenced, before the development has been completed; or
- (b) where the development has not commenced, before planning permission has expired;

What is a minor amendment?

The Town Planning Act states that a minor amendment "...is one whose scale and nature does not have a material effect on the overall scheme of the development and results in a development which is not, in the opinion of the Commission, substantially different from the one which has been approved". Further guidance is provided at <https://www.gibraltar.gov.gi/new/planning-guidance>

How many copies of the application must be submitted?

Return the completed form, together with one copy of any accompanying drawings (at A3 size) and other documents, to the address given on the application form.

Eligibility to make an application

The original applicant who was granted planning permission may apply for a minor amendment. A person who is not the original applicant may apply provided documentary evidence is submitted with the application to prove that they have the benefit of the planning permission.

Providing information on the original planning permission

Ensure that you complete fully all the information requested relating to the original approved scheme including the original application reference.

Describing the minor amendment

Ensure you provide a full description of the proposed amendment. Where the proposed amendment will result in an increase or decrease in the proposed floorspace or number of units please specify this clearly.

Drawing Numbers

Where previously approved plans/drawings will be superseded by new plans/drawings you must state the relevant drawing numbers.

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 S38). 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.

Do I need to pay a fee?

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

Use this notice to notify other 'owners' about your application to make a minor amendment(s).

**TOWN PLANNING ACT
NOTICE UNDER SECTION 38 OF AN APPLICATION TO MAKE MINOR AMENDMENTS TO PLANNING
PERMISSION
(Notice to be given to all owners of the site)**

Proposed development at (a) I/we give
notice that (b) is applying to the Development
& Planning Commission to make a minor amendment(s) to an existing planning permission originally
granted in respect of (d).....
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.....
.....

The minor amendment(s) applied for comprises (e)
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.....
.....

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 14 working 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) The date being no later than 1 month from the date of service of this notice.
 - (d) Description of the originally approved development.
 - (e) Description of the proposed minor amendment(s)