



Secretary  
Development and Planning Commission  
Suite 631  
Europort  
Gibraltar

Tel: 350 20075483 Fax: 350 20074086

**Form  
6**

**VER-MAY24**

**APPLICATION FOR MINOR AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION AND/OR BUILDING CONTROL APPROVAL**

Please read the **guidance notes** before completing the form. Fields with a red border are mandatory. Email the completed form, together with any accompanying drawings and other documents, to: [eplanningtechs@gibraltar.gov.gi](mailto:eplanningtechs@gibraltar.gov.gi)

<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                      Leaseholder Tenant                      Other (please specify)</p>
<p>5 <b>Eligibility</b> Is the applicant stated in section 1 the same applicant named on the original permission? Yes      No  If 'No' you must submit evidence that you have the benefit of the grant of the permission.</p>	<p>6 <b>Owner of building or land (Name and address):</b> (a) Freeholder  (b) Leaseholder</p>
<p>7 <b>Description of the original approved development (Please provide the description of the <u>approved development</u> as shown on the <u>original permission</u>)</b></p> <p>Original application reference No</p>	
<p>8 <b>Minor Amendment (s) Sought (Please describe the minor amendment(s) you are seeking to make including details of any change in floorspace or number of units compared to the approved scheme)</b></p>	

9 Please state why you wish to make this amendment(s):

10 Please give details of amended plans/drawings that replace previously approved plans/drawings

Approved drawing No	Replacement Drawing No

11 Drawings  
List all drawings, plans and other documents included with this application (include all Approved Drawings listed above). NB: Site and Location plan MUST be included.

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 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 documenta-tion.\*

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. In certain cases the Commission may require you to notify other parties. If this is the case you will be advised and you should use the same Notice (Notice S38) for this purpose.

## ***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' and/or other persons as directed by the Commission, about your application to make a minor amendment(s) following the grant of a planning permission.**

**TOWN PLANNING ACT**

**NOTICE UNDER SECTION 38 OF AN APPLICATION TO MAKE A MINOR AMENDMENT(S) TO PLANNING PERMISSION**

**(Notice to be given to all owners of the site and/or other persons as directed by the Commission)**

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 (c)

.....  
.....  
.....

that was granted planning permission under application reference (d).....

The proposed minor amendment is/are:

(e).....  
.....  
.....  
.....  
.....

Any party on whom this notice is served and who wishes to make representations about this application should submit these to the Development and Planning Commission:

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

to be received within 14 working days of the date of service 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.**

**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):**

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

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

Signed .....

\*On behalf of .....

Date notice served.....

**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 that was originally approved applicant's email address
- d) application reference number of the original application that was approved
- e) describe the proposed amendment(s)
- f) applicant's email address
- g) applicant's postal address.