



PLANNING APPLICATION FORM - NOTES

Application forms can be downloaded from www.gov.gg/planning, collected from our reception desk at Sir Charles Frossard House or posted to you on request. Please note that a separate Building Control application may be required.

Completing the planning application form

Section A – Type of application

Please use this section to indicate what type of application you are making:

Planning Permission – This type of application is seeking complete planning permission to carry out the development. This is the main form of planning permission required before development can take place and is suitable for all forms of development, including householder developments. Once granted, the development may be carried out subject to any conditions forming part of the decision and any requirements of the Building Regulations or other legislation. Works in relation to a protected monument, protected building, conservation area, site of special significance or tree subject to a Tree Protection Order, which need consent by virtue of sections 1-5 of the Land Planning and Development (Special Controls) Ordinance, 2007 must also be the subject of an application for planning permission, either alone or as part of an overall application for the whole of the development.

An application for full planning permission must be made on an application form issued by the Development & Planning Authority and be accompanied by 4 copies of a site location plan, block layout plan, the correct fee and where appropriate, existing and proposed elevations, floor plans. The Authority may ask for any other plans, drawings and additional information as it may consider necessary to clearly describe the proposed development and determine an application for full planning permission.

Outline Permission – This is an application for proposed development in principle only, subject to further applications for reserved matters. Where the permission sought is for the erection, re-erection, extension or alteration of a building, you may choose to apply for outline permission. This is a permission for the principle of the development proposed with certain specified matters ‘reserved’ for separate later consideration – the ‘approval of reserved matters.’ An outline application must not be submitted for:

- A change of use
- Works to a protected monument or a protected building or which affect their setting
- Works to trees that are subject to a Tree Protection Order
- Works within a Site of Special Significance
- Development which requires an Environmental Impact Assessment

An application for outline permission allows the applicant the opportunity to find out at an early stage, and before incurring substantial costs, whether or not a detailed proposal is likely to be approved.

The minimum requirement for this application would be an application form supplied by us, 4 copies of a block and location plan with the site outlined in red and correct fee but may also include other details such as siting, design, means of access, external appearance or landscaping. We may ask for other plans, drawings and additional information it may consider necessary to clearly describe the proposed development or determine an application for outline planning permission.

The application may be as simple as a red line round the application site with a description of the development proposed or may include such details as the point of access or the siting and massing of the proposed building. It should be noted that development cannot commence until consent has been given for all the reserved matters.

Where we consider that, in the circumstances of the case, an application for outline permission ought not to be considered separately from all or any of the reserved matters, we must notify the applicant within 28 days from receipt of the application and specify the details we require. This could occur, for example, in a Conservation Area where it is necessary to demonstrate that the design and external appearance of a building will harmonise with its surroundings. Another example might be that it is necessary to demonstrate that a safe access to a site can be practically achieved.

Approval of Reserved Matters – This is the submission of an additional application after outline approval is given, which does not alter the nature of development for which outline permission was granted, and which gives details of siting, design, means of access, external appearance or landscaping which were not considered in the Outline application. Matters that can potentially be reserved matters are siting, design, external appearance, means of access and landscaping. It should be noted that a fee is possible for reserved matters (see page 4 of Schedule of Fees on www.gov.gg/planning).

In considering reserved matters, we must not decline to approve the reserved matter on grounds which go beyond the principle of the development for which the outline permission was granted. By the same token, an applicant must not introduce elements with the reserved matters that alter the nature of the development for which outline permission was granted.

The plans drawings and information required for this type of application will differ depending on what matters have been reserved and what is being considered, however it must include an application form supplied by us, 4 copies of a block layout plan and site location plan with the site outlined in red and correct fee, but may also include 4 copies of existing and proposed floor plans, elevations, and landscaping details.

Section B – Proposed Development

Please describe in as much detail as possible your proposed development. If your application is for the approval of Reserved Matters please use this section to give details of which reserved matters you would like to be considered.

EIA – An Environmental Impact Assessment may be required for developments impacting on the Island's environment. Please see Practice Note 4: Development Requiring Environmental Impact Assessment for further information.

Section C – Application Site

This section must be used to give details of the land or building(s) to which the proposed development relates. Information should include postcode, property or land name, address and cadastre number if known. The site plan relating to your proposal should illustrate the application site edged red and any land within the same ownership and immediately adjacent to the site, in blue.

Section D – Applicant’s and/or Agent’s Details

Please enter your details here including telephone number and e-mail address if available. If an agent is acting on the applicant’s behalf, please complete the Agent’s Details.

Section E – Trees and Hedges

TPO – A Tree Protection Order (TPO) relates to any single tree, group or area of trees or woodland which has been identified for protection. If a TPO exists on the site the owner will have been notified, or please refer to the Register of Protected Trees.

The block layout plan relating to your proposal should clearly show any trees or hedges to be removed as part of the development. Full details must also be given of any works that are proposed to a tree protected by a TPO including topping, uprooting, lopping of branches and/or cutting of roots and of any operation likely to change significantly the level of the ground or likely to compact the ground within the root area.

Section F – Protected Monuments / Buildings

Protected Monument / Building – a building, structure or feature in whole or in part which has special historic, architectural, traditional or other interest and is on the Protected Buildings or Protected Monuments Registers. If the building, structure or feature is protected then the owner has been notified, or please refer to the Protected Building and Protected Monuments Registers.

Section G – Demolition

Please note, unless the building or structure is protected, planning permission would not be required for any internal demolition works unless this results in a material change of use of the property. Building Regulations approval may be needed however and you should check whether an application for Building Regulations permission is required prior to any work being carried out.

Section H – Pedestrian and Vehicular Access

Please provide information relating to the proposed alteration or creation of a new vehicle/pedestrian access and/or alterations to car parking arrangements.

Section I – Materials

Please provide information on existing and proposed materials.

Section J - Residential Development

This section will record the increase / decrease in residential units and what type of units they are and should be completed for all applications for residential development, including changes of use, subdivision and demolition. Any existing residential units to be demolished as part of your proposal must be included in the calculations.

Section K – Other Development

This section must be completed for all non-residential development. Please tick all boxes relevant to your proposal. The types of development relate to the Land Planning & Development (Use Classes) Ordinance.

If the proposal is for a mixed use scheme, please complete each section that is relevant to the type of development proposed. Only use the “other” row if the proposed use is “outside use classes” - see section 4 of the ordinance.

If the development is creating a new use on the site please enter zero in the existing floor area section.

Section L – Visitor Accommodation

This section must be used to identify the type of visitor accommodation proposed and the number of bed spaces for each type. The number of existing and proposed total number of staff bed spaces should also be included.

Section M – Parking Provision

Please show existing and total number of spaces on submitted plans. A space for a car is considered to be of minimum dimensions 4.8m x 2.4m.

Section N – Fees

Fees for planning applications have been in effect since the 5th October, 2009. This section must be used to show the amount of fee enclosed with this application and how this figure has been calculated. Total floor area of the new building/development must be stated. You should refer to the separate Fee Schedule and Guidance Notes to help with your fee calculation.

Section O – Statement

Please indicate whether you are i) the owner of the site, or if not ii) you have the written consent of the owner of the site. If you do not know who the owner of the site is you must confirm that you have made all reasonable enquiries to identify the owner and obtain consent to submit the application. Failure to tick one of the boxes and sign and date the Statement will result in the application being invalid.

If signing on behalf of a Company, please state the Company name.

Section O – Statement (cont'd)

The States of Guernsey cannot be held responsible for any litigation arising from any false information given on the application form in respect of ownership, title or third party rights on the land to which the application relates. Please note that in signing the Statement you agree that any information given in the application may be disclosed to other Committees, made accessible to the public and published in the local media and on the States of Guernsey website.

Section P – Check list

Incorrect or incomplete submissions will be returned to the applicant / agent for completion and will not be registered. This will result in lost time in determining the application and is not the responsibility of the Authority. Therefore, please ensure that all information needed to determine the application is submitted. Further information on what may need to be submitted is below.

Glossary and Additional Information

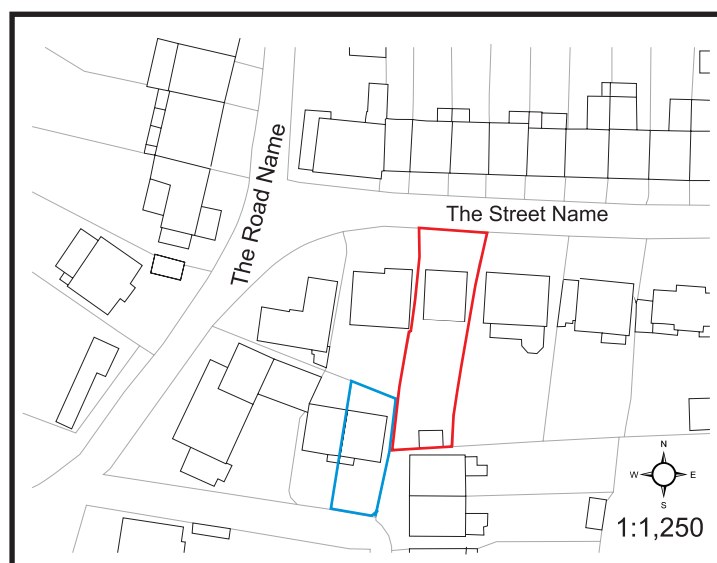
Making your application - what to include:

In all cases, your application for planning permission must include:

1. The completed application form (2 copies)
2. The fee
3. A site location plan which clearly and accurately identifies the location of the proposed development (4 copies)
4. A block layout plan (also known as a site layout plan) which clearly shows the application site (4 copies)
5. Other plans, drawings and information necessary to describe the proposed development

Site Location Plan

A Site Location Plan is a map that shows the location and extent of your land and property and roads (including street names) in relation to the land and properties that surround it.



You must submit **four copies** of an up-to-date site location plan to show the application site and its immediate neighbours. The site area should be outlined in RED to clearly and accurately identify the location of the site and nearby land in your ownership outlined in BLUE.

Plans MUST clearly and accurately identify the location of the site and would normally be expected to be to a scale of either 1:1250 or 1:2500. A north point should also be shown.

Please note: We are licensed to provide these plans for people making their own application. Professional agents and suppliers must use their own license with Digimap or otherwise prepare the accurate plans required.

Block Layout Plan

A **Block Layout Plan** (also known as a site layout plan) showing the application site is a very important plan in every planning application. It is a 'birds eye' view of the proposal and shows the relationship of the proposed development to the existing building and adjoining buildings outside of the application site.

Often a planning decision will depend on the effect of the proposed development on adjoining properties and it is therefore **essential** that this information is provided.

The plan can also be used to show proposed levels, access, parking, landscaping and other information where this is relevant to the proposal.

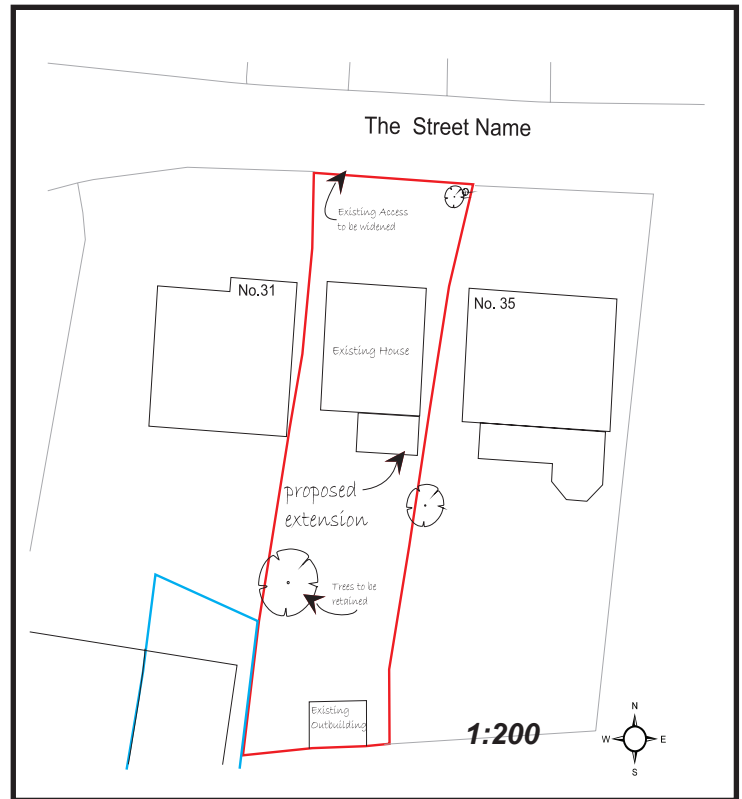
A block layout plan must show clearly:

- The position of the property
- The extension or other proposed work
- The site boundaries
- Adjoining houses including any extensions
- Outbuildings such as sheds
- Points of access

It may also be desirable to include the following, where relevant to the proposal:

- Existing and proposed parking spaces
- Hard surfaced areas including patios/paths
- Trees/hedges
- Details of boundary treatments

Four copies of a block layout plan **MUST** be provided, to clearly and accurately describe the site and would normally be expected to be drawn to a scale of either 1:200 (smaller sites) or 1:500 (larger sites).



Other plans, drawings and information necessary to describe clearly the proposed development

A number of people will view plans submitted as part of an application, including members of the public. It will therefore help your application if the plans and information provided are as clear as possible. The amount and nature of additional information will vary with each application, in particular whether it is an application for planning permission or outline permission. Typical information that may be required is described for your assistance. You may also seek our further advice prior to the submission of your application.

For applications involving building works, the following will be required:

- Proposed floor plans (normally 1:50 or 1:100 scale)
- Proposed elevations (normally 1:50 or 1:100 scale)

Survey plans of the existing situation will be desirable in most cases. However in some instances it may be possible to show proposed work clearly marked/coloured/hatched on existing plans and elevations, rather than on separate proposal plans.

Floor Plans

- Should distinguish between existing and proposed buildings
- Should show the layout of rooms in the whole building – please show doors windows and the thickness of walls

Elevations

- Should distinguish between existing and proposed buildings
- Elevations should show what the new building will look like from the outside, from the front, rear and sides
- Should indicate building materials used
- Where neither side of building is visible, a sectional drawing should be provided

In some instances it may be possible to show proposed work clearly marked/coloured/hatched on existing plans and elevations, rather than on separate proposal plans.

The following will also be necessary, depending on the nature of the proposals:

- Details of accesses and car parking areas* which it is proposed to construct or alter
- Details of trees, hedges and other boundary treatment* which it is proposed to alter
- Details of any buildings it is proposed to demolish*
- Materials to be used in the external finishes
- Cross sections, where necessary to show how a proposal works in practical terms
- Existing and proposed levels, where it is proposed to change levels significantly, or where there are significant differences of level over the site and adjacent land
- Areas allocated to different uses
- Details of landscaping and boundary treatments

For those marked *, in some instances it may be possible to show the above proposed work clearly marked on the block layout plan, rather than on a separate site layout plan.

Where the application relates to a protected monument or protected building, please include:

- Details of any internal works
- Details of alteration to/removal of any feature or part of the building, including a condition survey and other material explaining why the alteration/removal is necessary and the methodology, material etc to be employed.
- Details of demolition, with condition survey and justification as above
- Large scale details of new or repaired features e.g. window sections, architraves at 1:10

Where the application relates to a protected tree, please include:

- Full details of proposed works to a protected tree to include cutting down or uprooting, topping or lopping, pruning, cutting of roots, storage of plant or machinery within the root area or any significant change of level in the root area together with any report explaining why the works are necessary (Some works are exempt from the requirement for planning permission. See Class 7 of the Land Planning and Development (Exemptions) Ordinance, 2007).

Studies and reports - There are instances where the Development Plan requires a particular form of development to be accompanied by a specified study, report or other information including archaeological reports, Traffic Impact Assessment, Planning and Design Statements etc. In other cases there is a requirement that a Planning Brief is prepared for the site prior to the submission of an application. In addition, certain development requires an Environmental Impact Assessment to be carried out and an Environmental Statement to be submitted with the application. In all these special cases, we are happy to offer help and advice so that you can submit the information which will enable your application to be properly considered.

Roads & Footways - Architects/designers should relate their proposals to the existing road/footway levels at the design stage to avoid embarrassment and compromise at the construction stage. Applicants are advised that if their proposals about a public road or footway they should contact the Committee for Environment & Infrastructure to check whether any changes to the kerbs or footways are necessary and whether the road is under embargo or due for resurfacing.

Building Regulations - Planning permission is separate to licenses issued under building regulations. If permission is required, a separate application complete with full construction details and specification must be made to Building Control either concurrently, or more likely, after planning permission has been granted. The application may be subject to fees. More information is available on www.gov.gg/planning.

Please note: We are unable to register an application as valid until the necessary form, plans and any fee has been submitted. We may contact the applicant to request further information in writing, or plans and drawings, as it may consider necessary to determine the application.

This note is issued by the Development & Planning Authority to assist understanding of the provisions of the planning legislation. It represents the Authority's interpretation of certain provisions of the legislation and is not intended to be exhaustive or a substitute for the full text of the legislation copies of which are available from the Greffe. Electronic copies are also available at www.guernseylegalresources.gg. Substantive queries concerning the legislation should be addressed to the Authority by telephone on 717200. The Authority does not accept any liability for loss or expense arising out of the provision of, or reliance on, any advice given. You are recommended to seek advice from an independent professional advisor where appropriate.