



Development & Planning Authority

PRACTICE NOTE 10

PUBLICISING APPLICATIONS FOR PLANNING PERMISSION

Legal Requirement - Applications for planning permission must be publicised by site notice; this is detailed in The Land Planning and Development (General Provisions) Ordinance, 2007, Part III, section 10. The site notice must be on or near the application site and be visible and legible from a place to which the public have access.

Site notices and details of display are sent by the Planning Service when an application is registered as valid. It is the applicant's responsibility, whether they do it themselves or use their agent, to display the Site Notice(s) and to return the Site Notice Display slip to the Planning Service.

There are limited circumstances in which applications do not have to be publicised, but the threshold is set low – only the most minor of applications and those affecting the interior of residential protected buildings would not normally be publicised. Applications for planning permission to alter the interior of Protected Buildings which are open to the public or of the highest local importance will normally be publicised.

Applications are usually published by the Guernsey Press (usually in Tuesdays' editions) but this is not legally required.

Occasionally an applicant will feel that they cannot display the site notice in a place where it is visible and legible from a place where the public have access - for example a site accessed over shared or third party land where there is no available road frontage. The Authority cannot determine an application which requires publicity unless that site notice is properly displayed. In such cases the site notice may be displayed on a post (or fence / wall) at the edge of the road; alternatively the site notice may be displayed on for example a lamp-post / traffic signpost as close as practicable to the site.

The Planning Service would **not** accept that site notices have been properly displayed where it is :

- on the inside of a window only legible by entering a private drive / garden.
- on a site boundary which is not visible to passing members of the public / neighbours
- or which appears unrelated to the site address – such as a rear boundary on different land or different road.

In such an event the site notice must be displayed again, and the Authority also may require more than one site notice to be displayed on large sites or sites with more than one frontage.

This diagram illustrates the process adopted by the Planning Service on further publicity of planning applications when amended plans or revised details are received while an application is being assessed.

Publicity of Planning Applications and Amendments in the course of consideration.

Applications are often revised between receipt and decision. When amended plans are received the Planning Service may require further publicity on the basis:

