



# Development & Planning Authority

## PRACTICE NOTE 2

### MAKING A PLANNING APPLICATION

This Note is to help you to make the right type of planning application with the information required, so your application can be properly considered and a decision made.

First: Check that you need to apply for planning permission

(see Practice Note PN 1 “Do I need permission for my development?” on [www.gov.gg/planning](http://www.gov.gg/planning) or at our offices),

And have you contacted the Planning Service for pre-application advice? see PN 3 “Meetings with Planning & Building Control”.

**Most applications are for Planning permission:** 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., including where necessary a separate application for a Building Licence.

#### Other Permissions

**Outline permission:** Outline permission is for the principle of the development proposed with certain specified matters ‘reserved’ for separate later consideration – the ‘approval of reserved matters’, usually only appropriate for major development proposals and cannot be 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

**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. Requirements under the Building Regulations are outlined in PN1 “Do I need permission for my development?” available on the website [www.gov.gg/planning](http://www.gov.gg/planning).

#### How do I apply for planning permission?

An application for planning permission must be made on the form supplied by the Development &

Planning Authority. The form can be downloaded from the States website [www.gov.gg/planning](http://www.gov.gg/planning), collected from the Planning Service reception area at Sir Charles Frossard House, or posted to you on request.

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
6. Supporting documents – see 6 below.

Note: Professional agents to submit 2 copies of the application form (1 electronic) and 4 copies of plans (1 electronic).

## **1 The application form and fee**

Section A: The applicant's name and details must be provided.

Where agent details are provided the Planning Service will send all correspondence, including acknowledgement and the decision to them.

Section B: Details of the application site: address, postcode, cadastre.

Section C: Details of the proposal, including any change of use.

The reference to any pre-application advice from the Planning Service will help us assign the application.

If the application is for approval of reserved matters following the grant of an outline permission, list which of the reserved matters you wish to be considered.

Section D: The fee submitted with the application. For many applications the fee is based on floor area. The Schedule of Fees is available at [www.gov.gg/planning](http://www.gov.gg/planning). The correct fee is essential before the application can be registered as valid.

Section E: Identifies if any trees or hedges are to be removed and if any Protected Trees may be affected. These features must be shown on the plans.

Section F: Identifies if the application is for works to a Protected Building or Monument, where special considerations have to be taken into account.

Section G: Identifies if any buildings/walls are to be demolished. These features must be shown on the plans.

Section H: Identifies pedestrian/ vehicular access, existing and proposed. These features must be shown on the plans.

Section I: Reminder that all materials, including hardsurfacing, and boundary treatments must be shown on the plans.

Section J: This statement must be completed and signed by the Applicant (or agent on their behalf) that the applicant is the owner or has the consent of the owner of all parts of the land to which the application relates or, if the owner is not known, that all reasonable enquiries have been made to identify and obtain their consent.

In signing the statement you agree that any information given in the application may be disclosed to other Services within the States of Guernsey, made accessible to members of the public, published on the States of Guernsey's website and in the local media.

If signing on behalf of a company, please include the Company's name and signatory's position in the Company. The States of Guernsey cannot be held responsible for any litigation arising from false Information in respect of ownership, title or third party rights.

All relevant parts of the application form must be completed and signed before the application can be registered as valid.

**Sections A - J are required for all applications, and are all that are needed for most applications for alterations and extensions to existing dwellinghouses or works within their curtilage (garden).**

**Sections K - N must be completed as appropriate for other forms of development**

Section K: Identifies the increase/ decrease in residential units on the site and is to be completed for all residential developments including redevelopment, subdivision and conversion.

Section L: Affordable Housing. If Island Development Plan (IDP) Policy GP11 applies to the development, you must provide as supporting information, details of the proposed provision. There is published Supplementary Planning Guidance on Affordable Housing.

Section M: The types of development correlate to the policies of the IDP and are generally self-explanatory. Convenience retail is defined in the Glossary of the IDP. Visitor accommodation is described in Sections 7.6, 13.4 & 17.7 of the IDP.

Serviced visitor accommodation includes hotels, guesthouses; Non-serviced visitor accommodation includes self-catering accommodation, hostels; dependant on the specific facilities and services offered camp sites may be either, but would normally be non-serviced visitor accommodation.

Section N: Details the parking provision for different modes of transport.

## **2 Fees**

The Schedule of Fees is available at [www.gov.gg/planning](http://www.gov.gg/planning)

The correct fee is essential before the application can be registered as valid.

Cheques should be made payable to the States of Guernsey. Payment by card or cash may be made at the Hub Cashiers Desk using SAP Code 250060/DP2123 and the receipt submitted with the application. You may wish to keep a duplicate for your records.

### 3 Site Location Plan

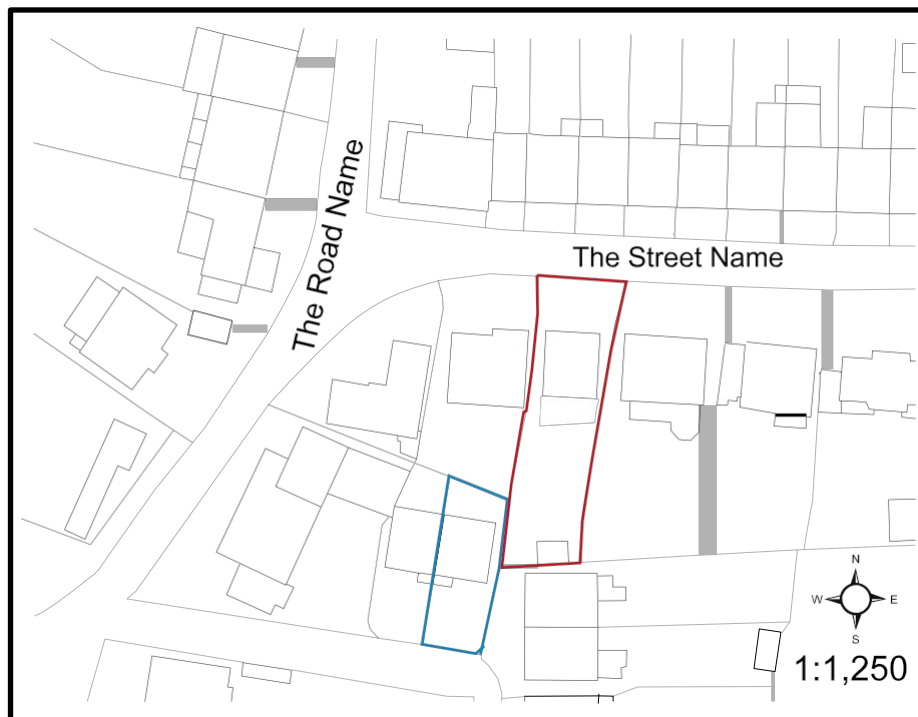
A site location plan is a map that shows the location and extent of the application site in relation to the land, roads and properties that surround it.

You must submit four copies of an up-to-date site location plan to show the application site and its immediate neighbouring properties. The site area should be outlined in RED to clearly and accurately identify the location of the site and any adjacent or 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.

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.

#### Example of a typical site location plan:



#### 4 Block Layout Plan

A Block Layout Plan (or site layout plan) is a 'birds eye' view of the proposal and shows the proposed development in relation to the existing building and neighbouring 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, the access, parking, landscaping and other information relevant to the proposal. A block layout plan must show clearly:

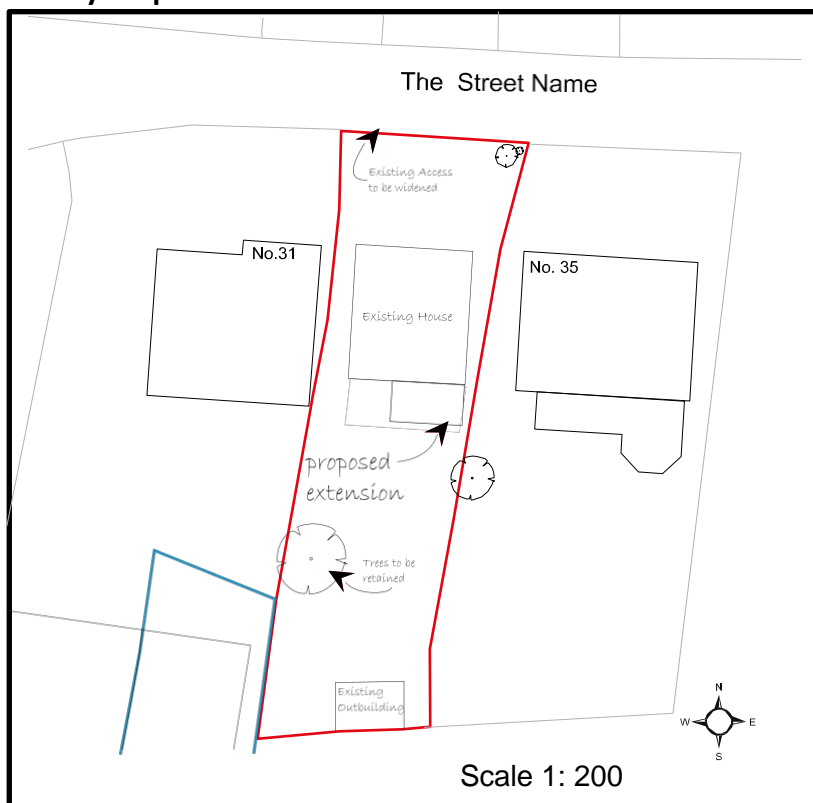
- The position of the property
- The extension or other proposed work
- The site boundaries
- Adjoining houses including any extensions
- Outbuildings such as sheds
- Points of access

Where relevant include:

- Existing and proposed parking spaces
- Hard surfaced areas including patios and paths
- Trees/hedges
- Details of boundary treatments
- Distances from the proposed development to site boundaries.

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).

#### Example of a typical block layout plan



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

A number of people will view plans submitted to the Development & Planning Authority 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 in the attached checklists for your assistance. You may also seek further advice from the Planning Service prior to the submission of your application.

Separate checklists are available for typical information requirements for:

Checklist A: Application for planning permission

Checklist B: Application for outline permission

Checklist C: Approval of reserved matters

## 6 Supporting Documents

A number of other documents may be required, depending on the proposal;

**Sustainability Checklist** – a proportional response to IDP Policy GP9.

Guidance is being drawn up on the requirements of IDP Policy GP9. In the interim a brief written statement addressing the policy text should be submitted. As a minimum for small extensions to dwelling houses this should confirm that the current Building Regulations have been taken into account in the design, including insulation, drainage, water efficiency, materials, waste storage and disposal and the conservation of fuel and power.

**Waste Management Plan** – for more significant applications, including demolition.

**Construction and Environmental Management Plan (CEMP)** for larger developments where construction work has the potential to cause disturbance to neighbouring properties during the construction period

**Dower Units** – details of relationship between dower and principal dwelling.

*See Planning Advice Note No1 – Dower Units.*

**Traffic Impact Assessment (TIA)** – See the published Supplementary Planning Guidance on *Parking Standards and Traffic Impact Assessment*.

**Affordable Housing viability** – where affordable housing requirements of policy GP11 are not to be complied with, an explanation must be provided. See the published Supplementary Planning Guidance on *Affordable Housing*.

**Visitor accommodation viability** – where change of use of visitor accommodation is proposed See published Supplementary Planning Guidance on *Change of Use of Visitor Accommodation to Non-Visitor Accommodation Use*.

**Telecommunications Certificate** – A radiation certificate should accompany any applications for mobile phone masts.

**Statement of Significance** – For work to Protected Buildings

**Survey Plans** – Required for work to Protected Buildings and conversions.

**Agriculture Priority Areas** – Report on suitability of land for farming purposes.

Other advice:

Roads & Footways - Applicants should note:

1. Architects/designers should relate their proposals to the existing road/footway levels at the design stage to avoid potential problems and compromise at the construction stage.
2. Applicants are advised that if their proposals about a public road or footway they should contact the Committee *for the* 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.

**Please note:** We are unable to register an application as valid until the necessary form, plans and any fee has been submitted.

The Planning Service may contact the applicant or their agent 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](http://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.



## A: CHECKLIST FOR APPLICATION FOR PLANNING PERMISSION

### You must submit:

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:**

### The following will be necessary for cases involving building works:

- 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, and essential where the work is proposed to a Protected Building or Protected Monument or where conversion is proposed. In some instances it may be possible to show proposed work clearly marked/coloured/hatched on existing plans and elevations, rather than on separate plans.

#### *Floor Plans*

- Should distinguish between existing and proposed buildings
- Floor plans should show the layout of rooms in the whole building – including doorways 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
- Be labelled North, East, South, West as appropriate

### The following will 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

## **Special requirements:**

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

- Survey plans
- Details of internal and/or external 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 scale.

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

- A tree survey by a qualified arboriculturist
- 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 an application for 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 Development Framework 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.

**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 or their agent to request further information in writing, or plans and drawings, as may be considered necessary to determine the application.**

## **B: CHECKLIST FOR APPLICATION FOR OUTLINE PERMISSION**

### **You must submit:**

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:**

At its simplest, an outline application requires only a site location plan and a general description of the building which it is proposed to erect, extend and/or alter with all the reserved matters and a block layout plan held back for subsequent consideration. If however, you wish to have any of the reserved matters considered as part of the outline application, you should give details of those matters as if they were part of an application for planning permission. For example, if the siting and design of the building are not reserved, plans and elevations will be required.

Where the Development & Planning Authority considers 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, the Authority must notify the applicant within 28 days from receipt of the application and specify the details it requires.

### **Studies and reports:**

See check list A for application for planning permission.

**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 or their agent to request further information in writing, or plans and drawings, as may be considered necessary to determine the application.**

## **C: CHECKLIST FOR APPROVAL OF RESERVED MATTERS**

Reserved matters must relate to the same development and on the same site for which the outline permission has been granted.

### **You must submit:**

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:**

The Reserved Matters will be identified in a condition of the Outline Permission.

You should give details of all the reserved matters for which consent is sought as if they were part of an application for planning permission. For example, if permission is sought for the siting and design of the building, plans and elevations will be required as well as whatever of the additional information detailed in the checklist is relevant.

Reserved matters can be sought separately as long as within the timescales specified in the Outline Approval of Permission.

An application for the approval of Reserved Matters following an outline planning permission attracts the same fee as an application for full planning permission for the development to which that reserved matters application relates. This applies to each Reserved Matters application where more than one such application is submitted in relation to the same development proposal.

### **Studies and reports:**

See check list A for application for planning permission.

**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 or their agent to request further information in writing, or plans and drawings, as may be considered necessary to determine the application.**