

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Where previously approved plans/drawings will be superseded by new plans/drawings you must state the relevant drawing numbers.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