

# CIRCULAR PA 5/96

## 1 CHANGES TO THE METHOD OF PAYMENT OF THE BUILDING LEVY

## 2 THE NEW SYSTEM FOR PLANNING CONTROL APPLICATIONS

## 3 VALIDITY PERIOD OF DEVELOPMENT PERMISSIONS

## 4 INFORMATION SUBMITTED WITH APPLICATIONS

### 1 INTRODUCTION

- 1.1 This circular describes the revised method for the payment of the Building Levy. It also outlines the new procedure for the submission of planning control applications (that is, those applications for changes in alignment and for changes to the Temporary Provisions Schemes), and draws attention to the change in the validity period for development permissions and to certain deficiencies in the standard information submitted with particular applications..

### 2 THE CHANGES TO THE METHOD OF PAYMENT FOR THE BUILDING LEVY

- 2.1 The main change is the introduction of new D 1 forms, each of which now has a unique, preprinted number. The change will come into effect **Monday 9th December 1996** and the old D 1 forms will not be accepted by the Banks on or after that date. The basic method of payment through the BOV or Mid-Med Banks remains unchanged.

- 2.2 The new D 1 form is self carbonised and consists of four copies, which are coloured white, green, pink and gold. The forms should be completed in block capitals by hand or typewritten. These forms must be used and the Banks will not accept forms that

- are photocopies
- are not prenumbered (i.e. the old forms)
- do not have the applicant's name and the amount of payment

or where the amount indicated on the form is not actually paid.

- 2.3 All copies of the form will be stamped by the bank. The bank will retain the first 3 copies of the form where both the DPF and the ISC are paid (the first 2

copies if only the DPF is paid). The last copy (gold in colour) will be returned to the applicant (if only the DPF is paid, the last two copies will be returned).

- 2.4 Where only the minimum fee is paid and the application is submitted for the Building Levy to be calculated by the Planning Directorate, the gold copy should be submitted with the application to indicate that the minimum fee has in fact been paid. Once the Building Levy has been calculated, a letter will be sent requesting payment (in accordance with current procedure). The letter will be accompanied by a D 1 form, which will have the PA (file/application) number of that application already filled in. This form should then be used to pay the required amount through the banks in the normal way.
- 2.5 These changes are designed to facilitate internal accounting procedures. They will also benefit applicants, since they can retain the original bank deposit receipt rather than, in the current system, having to send it with the application as proof of payment. There are other advantages as well particularly removing problems associated with lost or delayed payment receipts.
- 2.6 Ten forms are enclosed with this circular. Further forms may be obtained from the Planning Directorate's reception when required.

### **3 CHANGES TO THE PROCEDURE FOR MAKING APPLICATIONS FOR CHANGES TO ALIGNMENTS AND TO THE TEMPORARY PROVISIONS SCHEMES**

- 3.1 As advised in paragraph 5.2 of Planning Authority Circular 4/96, there are changes in the manner in which requests for changes to schemes or for changes in alignment are now to be dealt with. A flat rate charge of Lm 50 for each application was introduced in the Building Levy Rates Regulations 1996.
- 3.2 Specific application forms for this type of application (now described as a Planning Control Application) have been produced and are now available from the Planning Control Section (TPU) or the Planning Directorate's reception. A specimen copy is enclosed. The form follows the same format as that for an application for development permission, with which architects will, by now, be familiar, but it is shorter, requiring less information. The Planning Control Application should comprise three copies of the form, duly completed, and three copies of plans, drawings and photos.
- 3.3 A copy of the Guidance Notes for completing the forms is also enclosed. The Notes give information on the completion of each question and indicate the information, in the form of plans, drawings and photos, that should accompany each application.
- 3.4 The initial application should be accompanied by three copies of a site plan, and it is important that this shows the information requested in the guidance notes. Following

receipt and initial vetting of the application, a Current Layout Plan (at 1: 500 scale) will be prepared by the Planning Control Section and sent to the architect following the receipt of payment for the plan. The architect should then prepare the proposal on this plan and return three copies of it for the application to receive final consideration.

- 3.5 In addition, a separate bank account for the payment has been set up. Payment should be made through BOV or Mid-Med Banks (in the same manner as for the Building Levy). A specimen of the payment form is enclosed. The form should be completed, handed to the bank cashier (with the payment of the Lm 50 fee) and, after stamping by the cashier, submitted with the application to the Planning Control Section. Further copies of this form may be obtained from the Planning Directorate's reception.

#### **4 THE VALIDITY PERIOD OF DEVELOPMENT PERMISSIONS**

- 4.1 The period allowed for the completion of development has recently been extended from two to three years. This appears in the now amended standard condition which is normally imposed on most development permissions, as follows

*The development hereby permitted shall commence within twelve months of the date of this permission and shall be completed within three years of the date of this permission, unless it is renewed.*

- 4.2 So where development commences within one year of the granting of permission, an application for the renewal of permission now only needs to be submitted where the development is unlikely to be completed within three years.
- 4.3 This does not, of course, apply to permissions where there is a different period stated in the condition relating to commencement, completion or overall duration. In some cases, particularly for large scale projects, the period for completion imposed in the condition may be longer than three years. Conversely some temporary permissions may be granted with a condition restricting the overall duration of the permission to a limited, specified time period.

## **5 INFORMATION TO BE SUBMITTED WITH APPLICATIONS FOR DEVELOPMENT PERMISSION**

5.1 The attention of architects' is drawn to a number of current deficiencies in the information submitted with applications, which, if rectified, will enable applications to be dealt more speedily, by expediting validation and reducing the need for correspondence. These are

- Photos - three photographs should be submitted. These should be actual colour photographs rather than photocopies of photographs or scanned images as these do not normally reproduce well, and so are not very useful for conveying information. The photographs should be taken from different points and clearly show (a) the site, (b) the site in relation to adjoining properties and (c) the surrounding area or streetscape. The photos should be stuck or otherwise fixed to A 4 size sheets of paper.
- Drawings/plans - these should be A sized and folded into A 4 sized sets. This will help speed up the making up of the application file.
- Drawings/plans - all plans, including the site plans, should be signed by the submitting architect and have a clear indication of the firm or individual architect's name and address, either preprinted or stamped on the plan.

5.2 The Planning Directorate will be holding a number of 'presentations' for architects which will focus on the processing of an application and on the information submission requirements, illustrating the importance of particular types of information to the assessment of proposals and how full and detailed submissions can assist the Directorate in speeding up the processing of applications. The dates of these will be announced in due course.

26th November 1996