

Building Bye-Laws (Jersey)

Application to obtain Building Permission

Please read the general guidance notes on the back of this form before answering all the questions.

One copy must be completed using block capitals.

The department aims to process applications within 5 weeks of receipt.

Failure to fully complete this form or to provide satisfactory plans and details of the proposed work may result in this time being extended.

1. **Has building permission been sought in respect of this property before?** Yes No
If yes, please state previous permit number

2. **Does the proposal involve the material change of use of a building for the purpose of the Building Bye-Laws?** Yes No

3. **Has planning permission been obtained in respect of the Planning and Building (Jersey) Law 2002?** Yes No
If yes, please state previous permit number. (See note (a)).

4. **If yes, have the drawings submitted with this Bye-law application changed in any way from the approved planning drawings?** Yes No
If yes, a revised planning application should be made. (See applicant declaration).

5. **Address of land or property, including field number if relevant:**

 Postcode:

6. **Applicant name and address: (See note (d))**

 Postcode:

Applicant contact details:
Tel:
Email:

7. **Owner name and address: (If different from above)**

 Postcode:

Owner contact details:
Tel:
Email:

8. **Agent name and address:**

 Postcode:

Agent contact details:
Tel:
Email:

9. **Description of the proposed work:**

Declaration

Important information:

Before signing this form please read the following consent information carefully. It explains how your information will be used and provides a brief description of your rights under Jersey's Data Protection Law. For further information on how the Department of the Environment handles personal data please visit www.gov.je/howweuseyourinfo

Consent of all parties named in this application

I declare that this application is made with my authority. I am aware that it's an offence to submit false or misleading information with an application.

I am aware and agree to the information supplied on this form, together with any other accompanying information, being used for the purpose(s) of assessing this application for a building permit as required under the Building Bye-laws (Jersey) 2007.

I am aware and agree that the information supplied on this form, together with any other accompanying information:

- may be disclosed to other States departments and relevant authorities so that you can consult with them about the suitability of this application
- may be made accessible to members of the public so that they may comment on this application
- may be published in the local media and on the States of Jersey website as the information forms part of the register of building applications which is required by law to be made available

I further understand that as a public authority, you are subject to the provisions of the Freedom of Information (Jersey) Law 2011. Under this Law you may be required to disclose information you hold, including the contents of this form and any other information I provide to you, unless the information is protected from disclosure by an exemption under the Law or any other enactment, including the Data Protection (Jersey) Law 2018

Your right to withdraw consent:

You have the right to withdraw your consent to the further processing of your information. However, this may cause delays or prevent us delivering a service to you or cause you to be in breach of other legal requirements.

If you would like to exercise this right please contact us on 445508

Applicant
Name:

Signature:

Date:

Applicant
Name:

Signature:

Date:

Owner
Name:

Signature:

Date:

Owner
Name:

Signature:

Date:

Agent
Name:

Signature:

Date:

Guidance notes

- (a) This form should be completed and submitted with 1 copy of plans, sections, elevations and all particulars necessary to provide the information set out in the document entitled 'Template for the production of Building Specifications'.
This document and guidance on meeting the building bye-law requirements can be downloaded from the States of Jersey website, www.gov.je.
- (b) Every application must include 1 copy of a location map, which must be an authorised copy off the current 1:2500 scale ordinance scale map of the island.
The application site must be outlined in red. For domestic applications the site should be the house and its garden. Any adjacent land in the same ownership should be outlined in blue. Photocopies of and/or versions of old maps will not be accepted, and all maps must have a valid copyright or state a copyright licence agreement number.
- (c) Building permission is required where a material change of use of a building is proposed. Bye-law 2 of the building bye-laws explains the situations in which a material change of use occurs.
- (d) The *Applicant* is the person or persons for whom the work is to be carried out.
- (e) *Floor area* means the aggregate of the areas of all floors in the building, or extended part, and is measured to the inner surfaces of the main enclosing walls.
- (f) *Charges for applications*; all applications must be accompanied by the appropriate fee. The fees payable for applications are set out in the department's fee schedule which can be downloaded from the States of Jersey website, www.gov.je, or collected from the department. Details of how the fee has been calculated must be shown on this form in the space provided. Cheques should be made payable to the 'Treasurer of the States'.

For office use only.

Screened by Fee checked by

Further payment required? Yes No Amount £

Refund due? Yes No Amount £

Return application? Yes No

Reasons 1 2 3 4 5 6 7 8 9 10 11 12

Fee incorrect Inadequate plans Insufficient plans Incomplete form

Fire Service Yes No East West

TTS (Drainage) Yes No Allocate to