

Planning Applications – Revised Plans and Minor Amendments

1. ***What are they?*** - The Department often receives requests to amend a planning permission after consent has been granted. This can happen for a number of reasons - unforeseen requirements arising from the Building Bye-laws, unanticipated site conditions or simply a change of mind by the applicant. Whatever the cause, these changes need to be agreed to by the Department, in writing, before they are carried out. Very minor changes (such as a change in material) may be able to be dealt with by letter. These are referred to as '**minor amendments**'. However, if the change is more substantial, because planning is an open process, they will need to be addressed through the submission of a '**Revised Plans Application**'.
2. ***When should revisions and/or amendments be submitted?*** - Planning permission may only be revised or amended whilst it remains valid. This means *before* the expiry of the standard time limit for commencement of the work and *before* the development has been completed. Once either of those points have passed, the permission no longer exists and in order to carry out the work, a new application will be required.
3. ***What constitutes a revision or an amendment?*** – Both revisions and amendments are changes to existing planning permission and thus should not seek to alter the terms of that permission. If it is proposed to change the application site or the type/nature of the development, this will require a new planning application. Alterations to the size of a development will also require the submission of a new application. Applications which have been previously refused cannot be revised or amended.

Typical changes which may be accepted as a **Revised Plans Application** are as follows:

- alterations to the appearance or layout;
- insubstantial changes in the size of a building;
- changes to the position of a building on a site;
- changes to access and parking arrangements.

Typical changes which may be accepted as a **minor amendment** are as follows:

- insubstantial alterations to the appearance of the development, where the amendment does not result in the diminishing of the design quality or the standard of materials;
- changes which do not result in any additional impact on a neighbouring property;
- changes which do not result in an increase in height or floor space.

Note: In cases where planning permission has been granted prior to 18 July 2016, an increase in the height, width and length of the building of up to 100mm is permitted, where

this increase is required solely for the purposes of meeting the 2016 fabric insulation standards of the Building Bye-Laws, and prior notification of the size increase has been submitted in writing to PECTSO@gov.je

4. **What does it cost?** – A Revised Plans Application will be charged for the change involved. For instance, a revision which seeks to slightly adjust the position, height or design of a building will be regarded as a material alteration. A revision which seeks an increase in floor area will only be charged for the change in floor area created. There is no charge for requesting a minor amendment.
5. **How do I submit?** – A Revised Plans Application needs to be submitted on the relevant application form, accompanied by the required plans and fee. You can request a minor amendment direct to the original case officer via email or send us a letter to Planning and Building Services, South Hill, St Helier, JE2 4US. You must include full and accurate drawings of the changes for both Revised Plans and minor amendments.
6. **Further Information** – More information can be found on our web site www.gov.je
We also offer a free drop-in advice service at our South Hill office from 8.30am to 5.00pm Monday to Friday (excluding Bank Holidays).

About supplementary planning guidance

The Minister for the Environment may publish guidelines and policies (supplementary planning guidance) in respect of; development generally; any class of development; the development of any area of land; or the development of a specified site¹.

Supplementary planning guidance may cover a range of issues, both thematic and site specific, and can provide further detail about either, policies and proposals in the Island Plan, or other issues relevant to the planning process. It can also be used to provide information about how the planning system operates.

Where relevant, supplementary planning guidance will be taken into account, as a material consideration, in making decisions.

Supplementary planning guidance is issued in a number of different forms including:

- **Advice notes**, which offer more detailed information and guidance about the ways in which Island Plan policies are likely to be operated, interpreted and applied in decision making;
- **Policy notes**, which can be issued by the Minister, following consultation with key stakeholders, in-between reviews of the Island Plan, to supplement and complement the existing planning policy framework;
- **Masterplans, development frameworks and planning briefs** provide more detailed information and guidance about the development of specific sites and areas of the Island; and
- **Practice notes**, which aim to provide information about how the planning system's protocols and procedures operate.

The current supplementary planning guidance is listed and can be viewed on the States of Jersey website at www.gov.je/planningguidance.

Hard copies of all supplementary planning guidance can be obtained from Planning and Building Services, Department of the Environment, South Hill, St Helier, JE2 4US, telephone: 01534 445508 email: planning@gov.je
