



Falkland Islands Government Planning & Building Services

Application For Planning / Building Consent

Complete this form to apply for:

Planning Permission, Building Permit, Outline Planning Permission and Reserved Matters

For further assistance please contact your Planning and Building Team at:



Planning and Building Services, Secretariat, P.O. Box 611, Stanley



+500 28480 (Planning) or +500 28484 (Building Adviser)



clerk@planning.gov.fk or buildingadviser@planning.gov.fk

Please submit your application to the clerk in the following preferred formats:

1 electronic copy and 1 printed copy of the drawings only (see page 4 for further details)

1. APPLICANT

Name

Address

.....

.....

Tel No

Email

2. AGENT

Name/Business

Address

.....

Tel No

Email

Note: Agents will be the main contact in all correspondence

3. Address or location of the site for this application

.....

4. Area of Site (Sq/m or ha)

- Planning Permission (Full) ☐
- Planning Permission (Outline) ☐
- Building Permit ☐
- Reserved Matters (following Outline) ☐

6. If this is an application for outline planning permission please tick if you want any of the following matters considered in detail as part of the outline application:

7. **If this is an application for reserved matters consent** following a previous grant of outline permission please give the reference number of your outline permission and tick which outstanding matters you now wish to be considered:

Siting ☐ Design ☐ External Appearance ☐ Means of Access ☐ Landscaping ☐

8. Description of Proposal

Please describe the proposed development, including any change of use:

9. Do you propose to alter or make an access onto a public road? Yes ☐ No ☐

10. Has the proposal started? Yes ☐ No ☐

11. What is the site currently used for? (e.g. Vacant land, Dwelling, Agricultural, Commercial etc)

12. Please state how you will deal with the disposal/supply of the following:

a. Foul water

b. Rain water

c. Water

d. Electricity

13. Government Employee/Elected Member

It is an important principal of decision-making that the process is open and transparent. Are you:

- a) A member of staff b) An elected member
c) Related to a member of staff d) Related to an elected member

Do any of the above statements apply to you and/or your agent? Yes ☐ No ☐

If Yes, please provide details of their name, role and relationship

LAND OWNER AND AGRICULTURAL TENANTS NOTICE

Question 14 must be completed by all applicants for planning permission or by their agent.

For a building permit only, you need not complete this question.

14. Please tick one of the following boxes:

- ☐ (a) The applicant owns all the land which makes up the application site and has done for at least 21 days before the application was submitted and none of the land is part of an agricultural holding.
- ☐ (b) The applicant cannot tick box (a) above but knows who the owner/agricultural tenant is and has given them notice of the application (using the attached form).

Name of any known owner/agricultural tenant	Address	Date Notice Served

- ☐ (c) The applicant does not know all or any of the owners/agricultural tenants. Any that are known have been given notice of the application (using the attached form) and the following steps to ascertain the unknown owners/tenants have been taken:

Name of any known owner/agricultural tenant	Address	Date Notice Served

Measures taken to ascertain unknown owners/tenants, to include publication of the attached notice in the Penguin News:

Signed	Date

Please tick this box if you are an agent signing on behalf of an applicant ☐

The following should be provided with your application:

- ☐ A completed application form
- ☐ A location plan at suitable scale (such as 1:1250) to identify the site location (site to be edged red with any other land in the applicant's ownership edged blue)
- ☐ A block plan at a suitable scale (such as 1:500 scale or 1:250) to show how the development will sit within the site (boundaries of site to be edged red)
- ☐ Elevations of the existing and proposed development (1:100 or 1:50)
- ☐ Floor plans/layouts of the existing and proposed development (1:100 or 1:50)
- ☐ A Heritage Statement for applications affecting Listed Buildings/the Conservation Area

Please note: If sufficient information **has not** been provided your application will not be registered.

IMPORTANT

This application may require a fee. In order for the application to be processed a cheque payable to '**Falkland Islands Government**' should accompany the application if a fee is payable. For advice on fees please contact clerk@planning.gov.fk or see [Facebook](#) (Files/Planning Fees).

Please note that **Camp residents** are invited to discuss the submission of completely paperless/electronic applications. A cheque will still be required to validate an application.

**Payment should be made by cheque.
Failure to provide payment will mean that your application will not be
registered / processed.**

Notice to be given to land owner / agricultural tenant if they are not the applicant



LAND OWNER AND AGRICULTURAL TENANTS NOTICE

Planning Ordinance 1991 (Section 32)

A Planning Application is being made to the Falkland Islands Government on land not owned by the applicant or for which there is an agricultural tenant.

You are hereby being served this notice as a landowner/agricultural tenant of the land/part of the land on which the application is being made in accordance with the requirements of section 32 of the Planning Ordinance 1991.

If you want to make representations about the application you should make them in writing within 21 days from the date you receive this notice to clerk@planning.gov.fk or Planning Officer, P.O. Box 611, Stanley.

Please note that the granting of planning permission does not mean that a development can automatically go ahead. If the application site is not owned by the developer then they will still need to get the landowners permission before they can commence works.

Name of applicant:

Address of applicant:

Development being applied for:

Address of the application site:

Signed:

Applicant/Agent

Date that this Notice is given to the landowner / agricultural tenant: