

# GUIDANCE NOTE ON THE FILLING OF FORMS PC–A TO D TO ACCOMPANY A PLANNING CONTROL APPLICATION

## Introduction

In terms of Legal Notice 71 of 2007, as amended by Legal Notice 73 of 2015, applicants/architects submitting a Planning Control Application to carry out a minor modification to the approved scheme are required to submit details of the affected owners or third parties as the case may be. This guidance note outlines how these details are to be submitted in line with the requirements

## Form Details

**Form PC–A:** This is a standard letter that is to be sent to owners that are not co-applicants or affected third parties notifying them about the intention to submit a Planning Control Application. Insert the name and address of the owner/third party on whom notice is being served; the site reference number as described below; the location of the land being affected by the proposed change; a description of the proposed minor amendment and the details of the applicant and architect in the appropriate spaces on this form. This letter should be accompanied by a draft proposed layout plan that is being submitted to the Planning Authority

**Form PC–B:** This form complements **Form PC–A** since this contains a list of all the owners/third parties to whom the **Form PC–A** was sent.

**Form PC–C:** This also complements **Form PC–A** but only used when not all the owners are known. The first section contains a list of the known owners to be filled in the same way of **Form PC–B**. Following the list fill in the date when the advert notifying the unknown owners about the intention to submit a planning control application was made, and the name of local newspaper/s it appeared in. You are required to contact the Planning Authority to agree on the format of the advert before publication.

**Form PC–D:** This form may be used to acquire third party consent before submitting the application. However the Planning Authority may request an alteration to the proposed minor modification and consequently will be requested to require the relevant consents. This form is not requested with the submission of the application but is requested at a later stage in the processing the application. The site reference number used on this form should be exactly the same as that used on the notification letter **Form PC–A**, even though some numbers may be missed out. Insert the name of the consenting owner/third party; the floor level in relation to the number of floors within the same block; the address of the property affected by the proposed change; a description of the proposed minor amendment, the details of the consenting owner/third party and architect in the appropriate spaces on this form. To complete this form it is necessary that on the back side or attached to it there is a copy of the proposed layout plan with the consenting owner/third party site marked in blue on it. This plan should be signed also by the owner/third party and by the application's architect.