PART IV

PROCEDURE
24. **APPLICATION FOR AUTHORITY TO DEVELOP OR USE LAND.**

05/12/1996 10/12/1996 (1) Application for authority to erect a building or to alter or add to a building, to use land or to use a building, or for the special consent of the Council shall be made to the Executive Director (Physical Environment) in accordance with the provisions of the National Building Regulations.

30/09/1975 05/12/1996 10/12/1996 (2) In order to avoid the expense of preparing detailed building plans an application for town planning authority or special consent may be made to the Executive Director (Physical Environment) on the prescribed form and shall be accompanied by :-

(a) 2 copies of a site plan drawn to a scale of 1:500 or 1:200 showing :-

   (i) the extent of the site with all existing buildings and structures thereon plotted to scale;

   (ii) the north point;

   (iii) the registered title deed description of the site and name of the registered owner;

   (iv) all adjoining sites with buildings thereon plotted to scale;

   (v) postal numbers of the adjoining sites;

   (vi) name and width of all streets adjoining the site;

   (vii) levels of the corners of the site from some known datum;

   (viii) all proposed buildings and structures and all proposed alterations and additions plotted to scale;

   (ix) the level of the lowest floor of the proposed building relative to the existing ground and the kerb of the street or, if there is no kerb, to the centre of the existing or hardened portion of the street opposite;

   (x) a layout of any existing and/or proposed parking and/or loading/off-loading facilities showing all bay dimensions, aisle widths and levels.

(b) A schedule stating :-

   (i) in the case of new buildings, the number of floors proposed and the proposed use of each floor;

   (ii) the actual floor area of each floor. Where more than one use is proposed, the floor area of each proposed use shall be set out separately.

9/75; 10/96
(c) An estimate of the cost of the proposed development.

(d) The prescribed fee.

21/09/1987  (3) An application required to meet the provisions of clause 21(5) shall be accompanied by a site plan at a scale of not less than 1:200 which shall indicate the location of all existing trees and all existing and proposed development, including buildings, parking areas, driveways and the garden and recreation areas to be provided in terms of clause 21(5).

21/09/1987  (4) The Council may require an applicant for authority to use or develop land to furnish such additional information as it considers necessary for the proper consideration of the application.