



GOVERNMENT OF BERMUDA
Ministry of Home Affairs

Department of Planning

**A Guide to Submitting Planning Applications:
DAP1 (Development) and DAP2 (Subdivision) Applications**

The Department of Planning aims to process applications as expeditiously as possible, however the submission of incomplete applications or inaccurate information can result in significant delays or result in applications being rejected or refused. The purpose of this Guidance Note is to assist applicants and agents by setting clear and consistent criteria for planning submissions as well as providing clarity on procedures and timescales which can be expected of the Department.

All documents referenced below can be found online at www.planning.gov.bm and direct links are included, where appropriate. This Guidance Note should be read in conjunction with the relevant [DAP1](#) or [DAP2](#) Screening Checklist.

Minimum Requirements for All Planning Applications

All planning applications for development (“DAP1 applications”) and subdivision (“DAP2 applications”) must be submitted electronically to planningfrontdesk@gov.bm and be labelled in the format [application number (if known)] [date submitted (year/month/day)] [description] i.e. “PLAN-0066-19 190904 Drawings” and include the following, in PDF format:

- an **application form**, completed in full (see Part 1 of the Vetting Checklist);
- a **survey** or letter from the Department confirming that a survey has been waived for that particular application (see Guidance Note [GN406/2020](#)); and
- a **full plan set** contained in a single PDF document including a scale bar on each sheet (see Part 2 of the Vetting Checklist).

In addition to the above, an application may also be required to include:

- **Ownership Certificate** – if the form is signed by anyone other than the owner of the land, the application must include either:
 - a letter signed by the owner(s) of the land confirming that they are aware of the application; or
 - evidence from the applicant that they have taken all reasonable steps to obtain such a letter.

Dame Lois Browne-Evans Building, 58 Court Street, Hamilton HM 12, Bermuda
Phone: (441) 295-5151 Fax: (441) 295-4100

General Enquires: (441) 297-7756 Development Management: (441) 297-7810 Building Control: (441) 297-7755
Forward Planning: (441) 297-7778 Building Inspection Requests 24-Hr. Line (441) 297-7828
Website: www.gov.bm

In the case of any application affecting Government-owned land or the Queen's bottom, at least in-principle agreement from the Estates section of the Ministry of Public Works must be included with the planning application.

- **Neighbour Acknowledgement(s)** – where development is proposed within a setback to a boundary shared with an adjoining landowner. A template form can be downloaded [here](#).
- **Grounds in Support** – where the discretion of the Development Applications Board (the “DAB”) is sought; see policy APC.10 of the [Draft Bermuda Plan 2018](#) for the criteria of what must be included in this document.
- **Conservation Management Plan** – typically required where development is proposed within, or within a setback to, a Conservation Base Zone or Conservation Area. In such cases, pre-consultation with the Department of Environment and Natural Resources is encouraged. See Guidance Note [GN107](#) for further information on Conservation Management Plans.
- **Proof of Separate Title** – required for applications proposing to develop a vacant parcel of land in the form of a letter from a lawyer. See Guidance Note [GN407](#) for further details.
- **Fire Certificate** – required for all applications proposing development which does not fall within the Bermuda Residential Building Code 2014, including commercial buildings, residential applications that exceed 5,000 square feet in gross floor area per floor level and/or any building that exceeds 2 storeys or a grade to eave height of 24 feet. Drawings pertaining to all such applications must be forwarded to the Bermuda Fire and Rescue Service (BFRS) by emailing fireprotection@gov.bm prior to the submission of the planning application. For submissions to Department of Planning, such planning applications must include:
 - drawings stamped by the Bermuda Fire and Rescue Service;
 - a copy of a registered Fire Certificate Application Form; or
 - written confirmation from Bermuda Fire and Rescue Service that neither of the above are required for that particular planning application.

Retroactive Planning Applications

If retroactive planning permission is being sought for development which has already commenced and the applicant is of the view that he was not responsible for the breach of planning control or that, at the time of the development was being so carried out, he did not know and could not be reasonably be expected to have, known that the development was in breach of planning control, a letter to this effect must be included

with the planning application. An additional fee will also be incurred for all retroactive planning applications. Please refer to Guidance Note [GN313](#) for further details.

Vetting of Applications and Fees

Once an application has been received by the Department, it will be given a reference number with a prefix of “PLAN” for DAP1 applications and “SUB” for DAP2 applications and vetted against the relevant Vetting Checklist. An application will typically be vetted within **three (3) business days** from receipt.

If an application does not pass vetting, the Department will normally reject the application, in which case a new application will be required. In exceptional cases, the Department will request additional information from the applicant or agent, in which case a deadline of no more than **fourteen (14) days** for the receipt of **all** outstanding information will be set. The application will be rejected if this deadline is not met unless a valid reason is provided as to why the deadline cannot be achieved.

Once an application passes vetting, the applicant will be asked to display a site notice on the application site and provide photographic evidence of the displayed site notice within five business days. This photographic evidence must be submitted within **five (5) business days** of the Department’s request, otherwise the application will be rejected.

Following receipt of such evidence, the Department will issue an invoice for the application fee within **twenty four (24) hours** from the completion of vetting. Payment should be made as soon as possible to allow the application to be processed more quickly and, at a maximum, within **ten (10) business days** of the invoice being issued; if payment is not received within this timescale, the application will be rejected. **N.B. Please also note that, if payment is made prior to the invoice being issued and the application is rejected for any reason, the fee will not be refunded.**

Once payment has been made, the application will be advertised in the online Official Gazette; please refer to Guidance Note [GN314/2020](#) for further details on these processes.

Once the application has been advertised, it will be assigned to a planner for assessment and, ultimately, referred to either the Director of Planning or the Development Applications Board for determination. Further details on how planning applications are decided can be found in Guidance Note [GN315/2020](#).