

**A guidance note on the national standards for the validation and determination of planning applications and other related consents in Scotland**



# Reviewed by



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# 1. Background and Introduction

- 1.1 In the recent independent report on the review of Planning “**Empowering Planning to Deliver Great Places**”, May, 2016 the report contained a specific recommendation relating to the need for national guidance on the minimum requirements for the validation of planning applications. (**Recommendation 29**)
- 1.2 The report concluded that, “Consistency and transparency of information are central to the reputation and smooth running of the development management system. A balance is required between consistency of process across the country and providing flexibility to suit local circumstances. For example, developers are frustrated with inconsistent approaches to issues such as validation and expected supporting requirements.”
- 1.3 Inconsistent validation requirements appear to be compounding the problem of information management- developers feel that a lack of clarity generates uncertainty, whilst planning officers are clearly hindered by the time and resource costs arising where information had to be actively sought from applicants. There is widespread support for more effective validation and clearer information requirements being established early in the process to alleviate problems further down the line.”
- 1.4 In its response to the Review of Planning in July 2016, the Scottish Government set out 10 key actions to be taken forward as a priority including, “**to work with Heads of Planning (HOPS) to finalise national guidance on minimum requirements for validation**”.
- 1.5 More recently, in the Scottish Government’s Consultation paper on “Places, People and Planning”, published in January 2017, the government agrees with the independent panel and states that “**a more consistent approach to setting requirements for the validation of planning applications should help to overcome some of the delays and time spent on casework**” (para 4.24).
- 1.6 In addition the Scottish Government says it will “**strengthen planning advice to clarify the grounds upon which an application can be refused where the applicant has not provided the information required to reach a decision**” (para 4.24).
- 1.7 HOPS is grateful to Argyll and Bute Council who were already developing a new set of validation guidelines to ensure that consistent advice was being provided by officers and the planning process was being seen as an unnecessary hurdle to local businesses. This early work was subsequently reviewed through the HOPS Development Management Sub Committee as it was felt important that any new guidelines were developed nationally and could be reviewed by the Scottish Government and other external organisations.
- 1.8 The successful and early validation of applications is considered important for several reasons:
  - It is the beginning of the planning assessment process and if the correct information is not submitted it delays the process and can frustrate all the parties involved.
  - The validation of applications is a critical stage in the planning process to ensure a submitted application is legally valid and complies with the legislation. It is the first stage in assessing an application and the applicant wants it dealt with quickly and consistently. This part of the process should take place within five working days of receiving the application. Since neighbour



notification will follow the validation process, it is important that planning applications are processed with the minimum of delay.

- In the case of a complete application which is valid on receipt an acknowledgement letter will be sent out with information on the case officer, the likely determination method and when the application is likely to be determined.
- Some 60% of planning applications submitted across Scottish Planning Authorities are invalid when first received. This is frustrating for the customer and results in delays in the processing of the application.
- The planning system is not meant to be a barrier to development and yet unfortunately this is often the first impression that many of our customers are left with, due to this high referral back figure. Such high levels of invalid applications also cause increasing resource pressures for local planning offices and can more than double the cost and time taken to validate an application.
- Currently all local planning authorities publish their own validation standards which vary from single page checklists to full guidance notes. Whilst we have to ensure we are not placing an overly onerous burden on applicants at the validation stage we have to ensure that we have sufficient information to assess the proposed development.
- It is also important that other parties, such as neighbours and local communities also have adequate information to be able to comment and this is much better for all parties if it is submitted at the time of the submission of the application. The drip feed of additional supporting information during the processing of an application is frustrating for all parties.
- It is however also recognised that sometimes the need for more information is not apparent at the early stages and only comes to light when detailed consultation responses are received, or when a new issue is identified which has not been covered off.

1.9 The purpose of the application validation process is to ensure that applications meet certain requirements. This guidance provides further information on how to submit information in an appropriate format to enable Local Planning Authorities to determine your application.

1.10 Certain checks are carried out with regards to confirming the accuracy of the plans and supporting documentation. Details of these checks are highlighted throughout this document under each of the relevant headings. You are encouraged to have early discussions with the local council when considering submitting an application.

1.11 This document will assist you in submitting a valid application first time, reducing the overall processing time and potentially resulting in a decision on your application reaching you sooner.

1.12 The detailed legislation and regulations relating to the validation of planning applications is set out in the Key Reference Documents at the end of this Guidance Note.

1.13 The document has been produced as a guide to what planning authorities look for in terms of supporting documentation as part of your planning application submission. It advises of the relevant scales which plans should be produced to, and the details that should be shown in order for them to be considered acceptable.



- 1.14 This document will also give you information on what checks are carried out by local authorities when validating your application submission, in both the text and examples given under each heading.
- 1.15 This document will not provide detailed guidance on the relevant application forms to use for the particular type of development you are proposing or how to complete them (although a full list of the available forms is shown below).
- 1.16 Please note this document does not cover all planning applications subject to Environmental Impact Assessment. Please consult the Scottish Government website (<https://beta.gov.scot/publications/planning-circular-1-2017-environmental-impact-assessment-regulations-2017/>) for further information.
- 1.17 Heads of Planning Scotland hopes that you find the following information and illustrations helpful to enable you to submit a properly completed and valid planning application, which can be competently determined by the planning authority.



## 2. Summary of the National Standards on Validation and Determination of Planning Applications and Other Related Consents in Scotland

What information is required for the validation of a planning application in Scotland?

*This section is a summary; please refer to the relevant section for further detail.*

There is a minimum amount of information required before an application is valid. Further information may also be requested during the processing of the application to assist in the assessment and determination processes. The details are provided in this section of the guidance to assist you in anticipating such further information.

A simple first level checklist for validation is shown below.

- A full and accurate written description of the proposed development.
- The postal address of the land in question (or a description of its location if there is no postal address).
- The full name and address of the applicant and/or the agent if an agent has been appointed.
- All relevant sections of the correct application form are completed.
- Land Ownership Certificate is included where required.
- All forms are signed and dated (paper copies only).
- Correct licence attached to Ordnance Survey maps.
- A plan which is sufficient to clearly identify the land subject to the application and neighbouring land.
- A solid red line identifying the site must be the same on each Location Plan.
- A Block Plan that shows both the existing and the proposed buildings.
- Such other plans and drawings as are necessary to describe the development.
- Plans must be to a metric and a recognised scale.
- The correct fee has been submitted with the application.
- A full set of existing and proposed plans and elevation.





**Please Note: More detailed guidance is also available in the main guidance section and appendix 1 of this document.**

For an application for planning permission to be legally valid it must be accompanied by:

- An Application Form
- Details of the application address
- An accurate description of the proposed development
- The correct planning fee when one is required
- A Land Ownership Certificate
- Plans and Drawings

Other additional information may also be required to be submitted to accompany your application or further supporting information may be requested by the planning authority in order to be able to determine your application.

- Pre-Application Consultation (National and Major applications only)\*
- Design and Access Statements\*
- Additional Information
- Supporting Information
- Retrospective Works
- Environmental Impact Assessment

*\* These may be statutory requirements for validation in some cases*

## 1. The Application Form

Paper forms can be downloaded from the Scottish Governments E-Planning website. Your application is deficient if the correct number of forms is not submitted.

- Planning Permission - 4 copies
- Planning Permission-Householder - 2 copies
- Certificates of Lawfulness - 2 copies
- Listed Building Consent and Conservation Area Consent - 2 copies
- Consent to Display an Advertisement - 2 copies



**Please Note: The number of copies of the forms does not apply if you submit your application online. In addition, when submitting online, any drawings, plans or other supporting information only needs to be attached once.**

All relevant sections of the forms must be filled in. When submitting on paper the main copy of the form and all certificates, including original sheets, must be signed with an original ink signature and dated.

## 2. Application Address

It is vital that you provide the correct statutory address on the application form. Failure to do so will cause delay and could result in any grant of permission being open to legal challenge. Flat numbers must be given when relevant e.g. 1F1 or Flat3. When submitting online the system contains an address gazetteer which will provide addresses from which you can select the correct one.

## 3. Development Description

The description of the proposal must accurately reflect the proposed development. It must be comprehensive, including all items that require consent but it also must be concise.

The description must relate to the type of application you are making. For instance, planning permission is not required for internal works and should not be included in the description of development. Similarly, listed building consent is only required for works for the demolition, alterations or extension of a listed building and neither change of use nor new build in the grounds requires listed building consent and should not therefore form part of the description of the proposed works.

Please do not add statements such as, “see the attached drawings” and avoid general descriptions such as “alter house” or “extend house” as they do not adequately describe the development and should be more precise e.g. “Single storey rear extension and new dormer window at front”.

## 4. Planning Fees

Fees are set out in the relevant regulations and the correct fee must be submitted with the application. Mixed developments have a fee based on the aggregate of fees for each element of the proposal. **When submitting online, the fee is calculated automatically.**

Certain categories of development do not require a fee. These include developments to improve accessibility for disabled persons; resubmission within 1 year of the decision to refuse planning permission or from the date of validation of an application subsequently withdrawn; and development required by virtue of an Article 4 Direction to remove permitted development rights. There are no fees for listed building or conservation area consent.

A separate additional fee, not part of the application fee, for the advertisement of your proposal is also required if you are applying for a certain class of development as identified in Schedule 3 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008. In addition,



if the planning authority has to advertise the proposal because there are no premises on neighbouring land or if the landowners are unknown, or the proposal is a departure from the development plan you need to pay an additional charge.

## 5. Land Ownership Certificate

### What do I need to submit?

Most applications will require you to sign a land ownership certificate to confirm that you or your client is the owner (or a lessee on a lease which has at least 7 years unexpired) of the land and that the land does not form part of an agricultural holding. The certificates are prescribed by the Regulations and are not the same for all types of applications so you must be careful that you are submitting the correct certificate for the application. Where the wrong certificate has been submitted or has not been signed and dated with an original ink signature your application will be considered invalid and will be delayed until this is rectified. When submitting online the system will automatically select the correct certificate which relates to the application type of application you are submitting.

### What if I don't own the land?

Where you or your client are not the owner of the land to which the application relates, you must sign a certificate to this effect and notify the owner that you are making an application. You must also notify a tenant of an agricultural holding if this is relevant.

### What if I don't know who owns the land?

Where you are unable to find out the owner of the land, the application will have to be advertised and you will be asked to pay a charge for this.

**Please Note: Applicants and their agents are reminded that false certification is an offence and, on conviction, they may be subject to a fine. This applies to all forms of statutory certification.**

## 6. Other Certificates

For the installation of telecoms equipment, any application should be accompanied by an International Commission on Non-Ionizing Radiation Protection (ICNIRP) declaration.

## 7. Plans and Drawings

The number of drawings required and how many should be coloured is shown on the applications forms. The level of information and the supporting information required will vary with the size and complexity of the application. Please remember that all new work must be coloured.

The detailed requirements for plans and drawings are set out in the main document; please refer to the main guidance document sections 8-12. For all new development details of the proposed materials to be used must be included and should be clearly annotated on the drawings.



When submitting online only one copy of all drawings is required.

As a minimum applicant need to submit a Location Plan that clearly shows the application in relation to the surrounding area and buildings. An up to date base map should be used, normally to 1:12500 or 1:2500 scale.

The application site should be edged clearly with a solid **RED** line and include all the land necessary to carry out the proposed development. E.g. land required for access, visibility splays, car parking and landscaping.

A solid **BLUE** line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Any plans or drawings must be drawn to an identified scale, normally 1:50 or 1:100 and should show all existing and proposed work. This is normally in the form of detailed elevations of all sides of the building, a Roof Plan, Foundation Plan and Block Plan. Sectional Plans through the building are also very helpful, especially if the site is on a slope or the adjoining ground is at a different level.

## 8. Pre-Application Consultation Report

A hierarchy of application types has been introduced nationally that separates development in to national, major or local. Development is classed as major if it exceeds certain thresholds.

If the proposal for planning permission or planning permission in principle is either a national or a major development, then pre-application consultation (PAC) with the local community by the applicant is necessary unless it is a S42 application. In such circumstances a proposal of application notice (PAN) should be submitted to the planning authority at least 12 weeks before the planning application is submitted. A PAC report will also be required to be submitted with the application. If it is not, then it will be assumed that PAC has not taken place and the application will be invalid.

## 9. Design and Access Statements

All national and major classes of development require a design and access statement to be submitted with the application for planning permission. The statement should explain the design principles and concepts that have been applied to the proposal, as well as how issues relating to access for disabled people to the development have been dealt with. A design statement is required for some development classed as local where these are to be located in sensitive areas. This requirement does not apply to the alteration or extension of an existing building.

The sensitive areas included are, World Heritage Site, a Conservation Area, a historic garden or designed landscape, a National Scenic Area, the site of a scheduled monument, or the curtilage of a category A Listed Building.

Design and access statements can aid the decision-making process by enabling the local planning authority and third parties to better understand the analysis that has underpinned the design of the submitted development proposal. The level of detail should be proportionate to the complexity and scale



of the application.

The requirements for design and access statements and design statements do not apply to applications for:

- engineering or mining operations
- household or development
- material change in the use of land or buildings
- applications not complying with conditions (under section 42 of the Town and Country Planning (Scotland) Act 1997)
- applications for planning permission in principle.

## 10. Additional and Supporting Information

### **Environmental Impact Assessment (EIA)**

Certain types of development will require an EIA. These are set out in the Schedules of the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations, 2017 and prohibit the granting of planning permission unless the EIA procedures have been followed. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures.

A Screening Opinion can be given by the Council on any development which appears to fall within the categories set out in the Schedules to determine whether EIA is required. An EIA is always required for Schedule 1 developments. Having established that an EIA is required a developer may apply for a Scoping Opinion on what should be included in the Environmental Statement.

There will be instances where other additional information may be required so that an application can be determined. This may include, for example:

- Transport statement or assessment
- Flood risk assessment
- Habitat Regulations Appraisal
- Noise impact assessment
- Retail impact assessment
- Daylighting and sunlighting calculations
- Tree survey and tree constraints/protection plan
- Ventilation and extract details of restaurants cafes and hot food shops.



- Structural condition report of a listed building for demolition or substantial alteration
- Marketing information when the demolition of a listed building is proposed.
- Schedule of accommodation, floor areas and details of affordable housing provision for residential developments.

**Please Note: In some instances, the requirement for additional information may only come to light once consultation has taken place and responses received.**

### **Retrospective Works**

It is not a criminal offence to carry out development without first applying for planning permission. It is however an offence if enforcement action is authorised and the requirements set out in the notice are not complied with. If a development is immune from enforcement action it is lawful for planning purposes and the best way of getting any retrospective development regularised is to apply for a Certificate of Lawfulness.

In terms of listed buildings and the demolition of unlisted buildings in conservation areas, it is a criminal offence to carry out works without the necessary consents.



## 3. Applying for Planning Permission

- 3.1 Scotland's ePlanning.scot online application service provides the simplest, quickest and most cost effective way to apply for planning permission. This national service automatically transfers the application to the appropriate planning authority for you.
- 3.2 Online application forms are available for the most common types of planning permission. It is important that the correct type of application form is submitted for the type of development being proposed. Below is a list of the online application forms available on the site at [www.eplanning.scot](http://www.eplanning.scot).
- Householder.
  - Planning permission (This also includes, Planning permission in principle, Further applications, Approval of Matters specified in conditions and Mineral Working.)
  - Listed Building Consent.
  - Conservation Area Consent.
  - Certificate of Lawfulness (Existing).
  - Certificate of Lawfulness (Proposed).
  - Tree Works.
  - Advertisement Consent.
  - Prior Notification.
- 3.3 The ePlanning.scot website supports accurate submissions and the validation process by guiding users through the completion of the application form. It ensures that only the information which is relevant to the particular type of development you are proposing is requested. There is a User Guidance Document and also "help text" throughout the site to assist with the application requirements. In addition, the service includes a facility to purchase an appropriate location plan from an accredited supplier to accompany the application. The website also provides a fee calculator so you can check how much you need to pay the local planning office; this can also be paid online when you are completing the application.
- 3.4 Applicants are encouraged to make applications online via the ePlanning.scot website. Please ensure files are reduced in size using appropriate software to allow drawings and other information to be attached to the application and published online. Online application file sizes can be up to 5mb for an individual file and 100mb in total
- 3.5 Some applications cannot be submitted via the online ePlanning process at present. There are some, for example, for the modification or discharge of a planning obligation, for which downloadable, interactive PDF forms are available on the ePlanning.scot website.
- 3.6 If a form for the type of proposal you have is not on the ePlanning.scot website (for example, Hazardous Substance consent applications) then you should contact your local planning office for further information.
- 3.7 Applicants should submit their first stage Road Construction Consent Application and Hazardous Substance consent applications (where required) at the same time as their planning permission to allow the two consents to be aligned during processing.



## 4. Identifying the Application Site Boundary

4.1 It is important that the application site is accurately shown as this is what defines the geographical area which any Planning Permission and other related consents subsequently issued would apply to. It is also the means by which neighbouring land requiring to be notified of your application is identified and in certain instances forms the basis for calculating the fee required. It is important that the application site is correctly and accurately shown on both the location and site plans and that only one application site is shown. The application site boundary, determined by the applicant, should be clearly outlined in **RED** using a solid line. Any other land surrounding the application site which is also owned by the applicant should be clearly outlined in **BLUE** using an unbroken line. Showing any other land in the same ownership is now specifically required by Regulation and as such **may affect the validation of your application**. This requirement can assist the local authority when determining what neighbouring land requires to be notified of your application submission and reduces delays in assessing whether your application needs to be advertised.

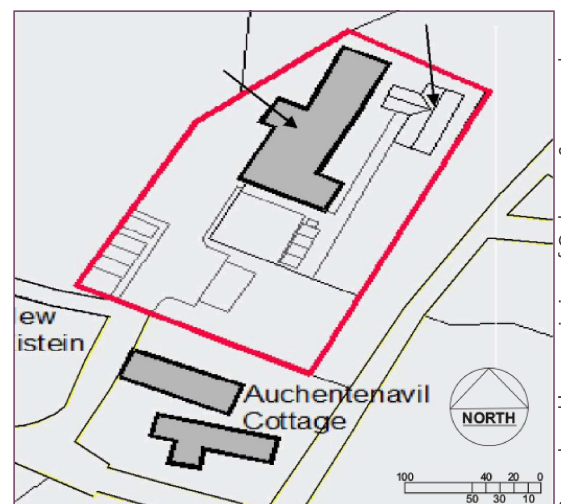
4.2 Figure 1 shows an example of an acceptable application site boundary. This is considered acceptable for the following reasons:

- Full application site clearly outlined in a solid **RED** line.
- All proposed development located within the inside edge of the red outline.
- Only one application site shown outlined in red.

4.3 Figure 2 shows an example of an unacceptable application site boundary. This is considered unacceptable for the following reasons:

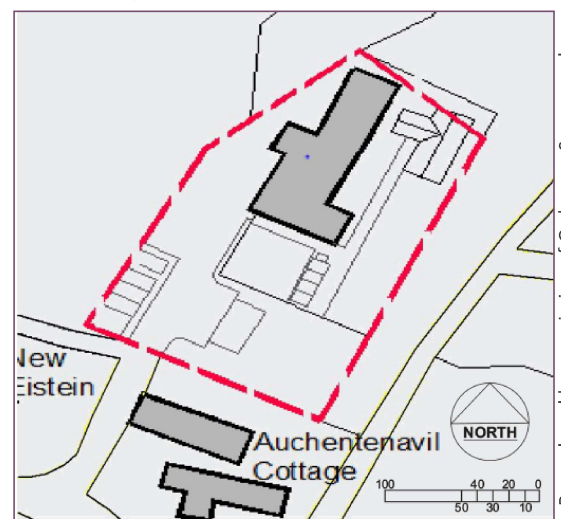
- Application site outlined in a broken red line.
- All proposed development is not located within the inside edge of the red outline.

**Fig 1. Acceptable application site boundary**



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**Fig 2. Unacceptable application site boundary**



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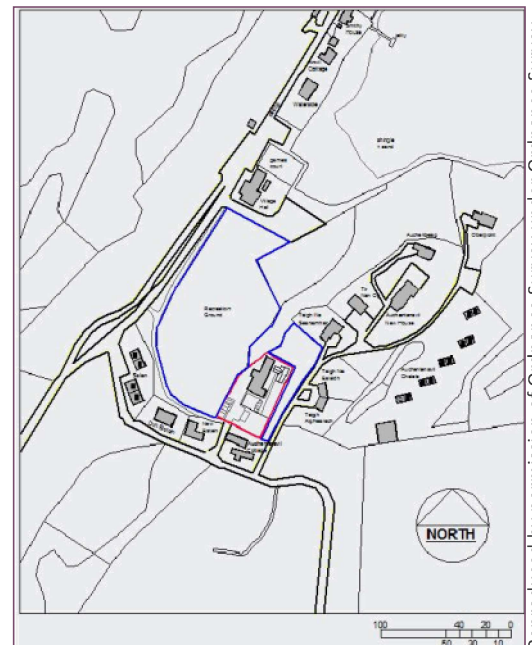


## 5. Location Plans

- 5.1 A single location plan produced to a scale of either 1:1250 or 1:2500 (as detailed below) will normally be required to be submitted with your application. Depending on the location of your application a supplementary location plan (as detailed below) may also be required to be submitted with your application.
- 5.2 The purpose of the location plan is to clearly define the extent of the application site in relation to its surroundings and also to provide sufficient detail in order for ourselves or any other interested party to be able to locate the application site and, as such, the plans submitted should typically be Ordnance Survey based.
- 5.3 If the submitted plan is Ordnance Survey based, it should contain the relevant copyright and licensing information to demonstrate that the plan has been legally sourced. If the submitted plan is not Ordnance Survey based it should be clearly stated on the plan and also contain an acknowledgement as to where it was sourced.
- 5.4 The location plan produced to either of these scales should show the following as shown in Figure 3.

- The application site boundary accurately outlined in **RED**
- Any other surrounding land under the same ownership as the application site outlined in **BLUE**
- Surrounding road names/numbers
- All surrounding property names/numbers
- The direction of north clearly indicated
- A copyright disclaimer/acknowledgement relating to the source of the plan
- An accurate scale bar

**Fig 3. Example location plan (not to scale)**



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### Supplementary Location Plans

- 5.5 For applications in rural/remote locations it will often be necessary for a supplementary location plan to also be required. These plans can be submitted in a variety of recognised scales, being 1:5000, 1:10,000 or 1:25,000, and should show the following as shown in figure 4 (overleaf):
- The application site boundary accurately outlined in RED, although where this is not possible due to the scale used the location of the proposed development should be clearly identified with sufficient detail to cross reference this plan to the more accurate 1:1250/1:2500 plan
  - The direction of north clearly indicated



- Road names/numbers should also be clearly shown along with an indication of the nearest settlements to your proposals
- An acknowledgement relating to the source of the plan
- An accurate scale bar

**Fig 4. Example of a supplementary location plan (not to scale)**



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## 6. What should be included within the Application Site?

6.1 As there are various types of both development and land to which a planning application can relate there are slightly different requirements for defining the extent of the application site boundary but the main thing to consider is that all land required for your proposals should be contained within the area outlined in **RED** on the submitted location and site plans. The information contained under the following headings will provide greater clarity on what should be considered when defining your application site. However, if you have any doubts as to what should be shown for your particular application you should contact your local Planning office.

### Householder Development Applications for Planning Permission

6.2 Householder applications for alterations or extensions to or for development within the garden areas of houses or flats are required to show the full property boundary as the application site boundary regardless of whether there is actually development on the ground. This means that regardless of whether the application is for replacement windows, an extension to the property or the erection of a detached structure such as a garage, the full extent of the garden area associated with the house or flat should be outlined in **RED**, applications which only have the house or area of ground to be built upon outlined in red will be considered invalid. There are very few exceptions to this requirement. If a new vehicular access or a change to the existing access is proposed then refer to section 6.5.

### Non-Householder Development Applications for Planning Permission

6.3 Non-domestic applications for planning permission cover a varied range of development types from single small scale wind turbines to large scale residential or commercial developments. As such, unlike for householder development proposals, there is no one size fits all guidance with regards to defining the application site boundary although, for the majority of applications for alterations or extensions to existing premises, the application site boundary identified in **RED** should outline the whole property boundary similar to householder proposals. Where the application relates to new build proposals the whole area required to accommodate the proposals should be outlined in **RED**. This includes any area which is required for vehicular and pedestrian access, parking, landscaping, garden ground, private water supply and drainage facilities, SUDS, visibility splays or any other part of the proposals which would constitute development should be contained within the single site outlined in **RED**.

### Developments on Large Farms or Estates or Large Landholdings.

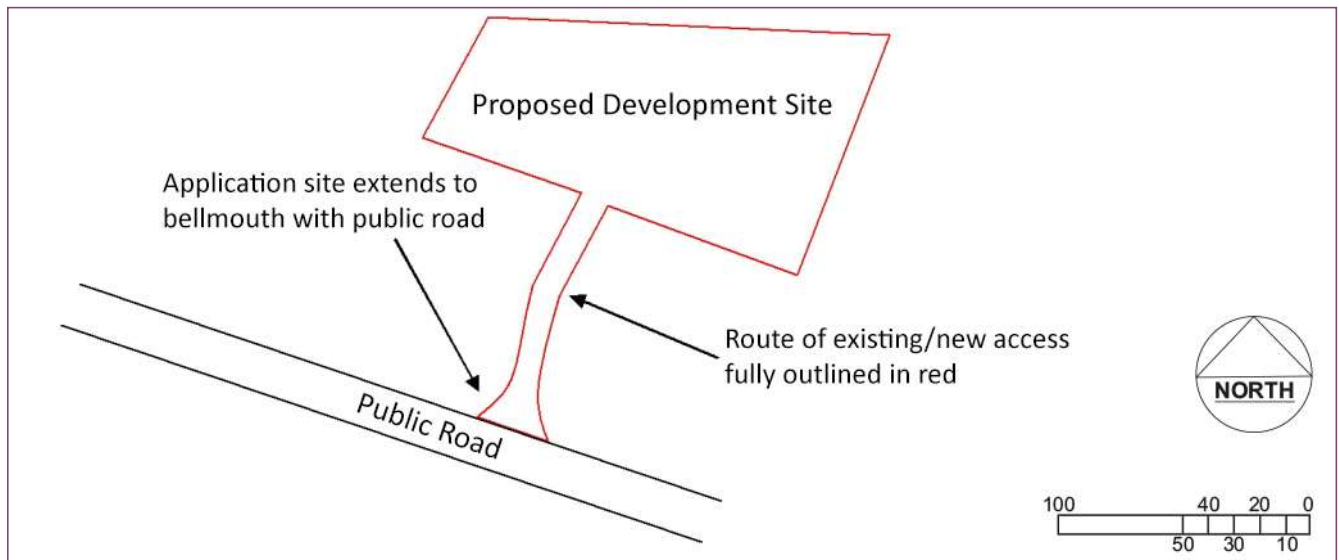
6.4 Where your proposals relate to developments on large farms or estates it would generally be considered impractical to show the entire property boundary as the application site boundary and in these instances we would advise that only the area required to accommodate the particular development proposal should be outlined in **RED**, taking into account any need for access, garden ground, private water and drainage etc. as noted above.



## Proposals involving New/Altered Vehicular Access

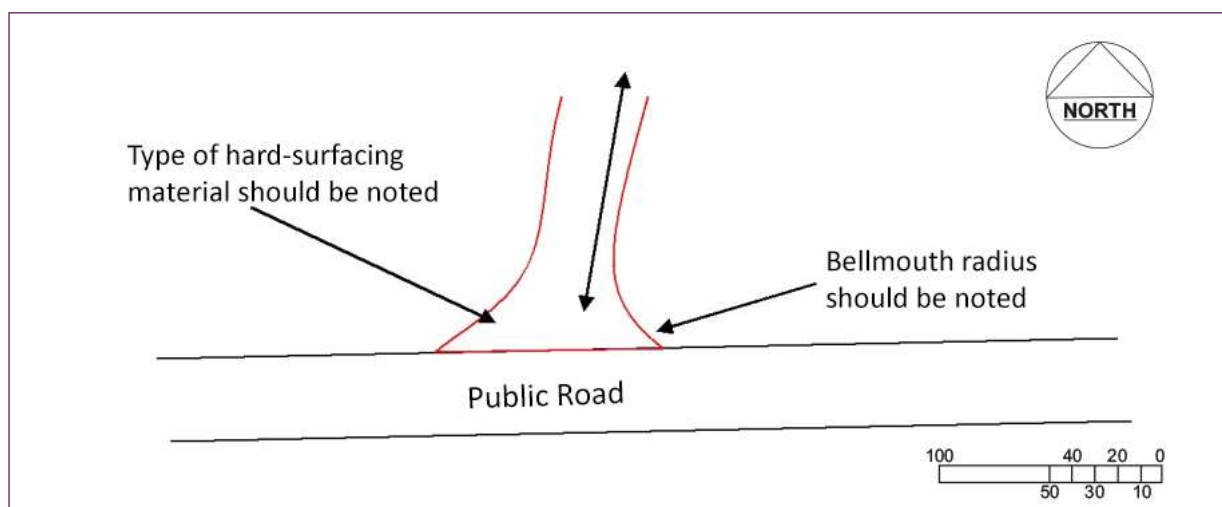
- 6.5 When your proposals incorporates the formation of a new access which joins a public road, the entire length of the existing/proposed access road should be included within the application site boundary shown on the location and site plans. This should fully encompass all land required for the new road or alterations to the existing one, from its bellmouth where it joins the public road to its entry point(s) to the development site. This is illustrated in figure 5 below.

**Fig 5.**



- 6.6 Where you propose alterations to an existing access, the land required to carry out the alterations should be outlined in red in addition to the site of the proposed development itself. If your site does not adjoin a public road, you will need to explain in the application how it will be accessed (please see figure 6). We appreciate that in some instances it may not be feasible to accurately show the full extent or detail of the proposals in either the format or scaling of the plans and drawings noted elsewhere in this document and as such the following alternatives should be noted.

**Fig 6. Site plans**



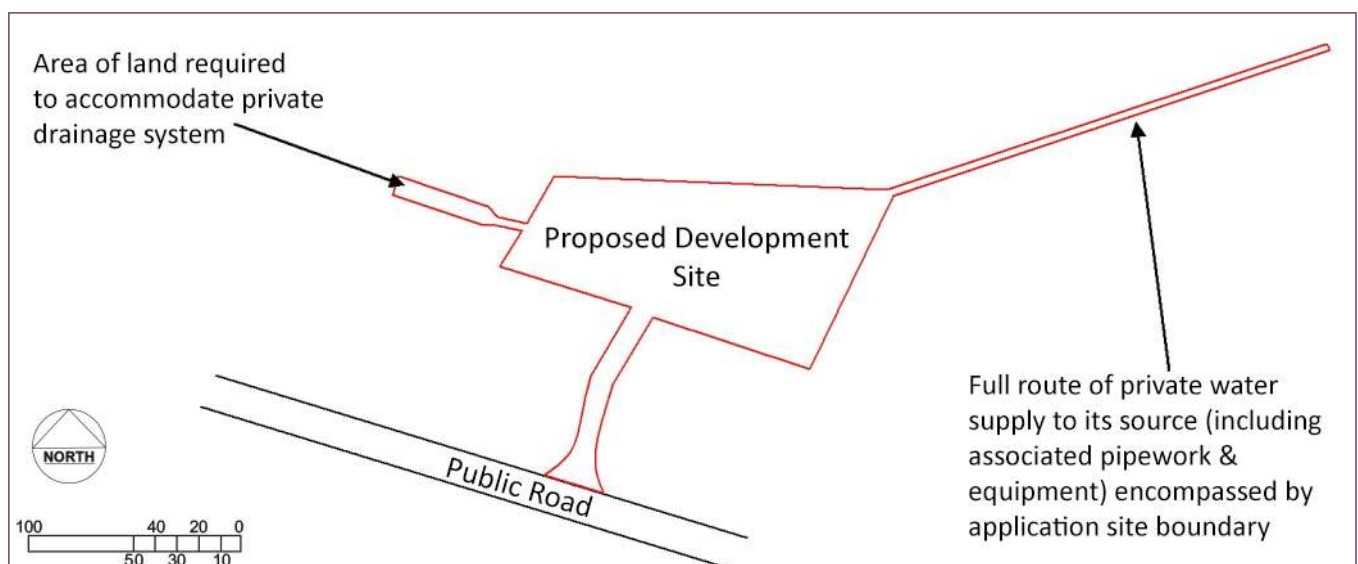
Location Plans at a scale of the most appropriate of the following will be acceptable:

- 1:5,000
- 1:10,000
- 1:15,000
- 1:20,000

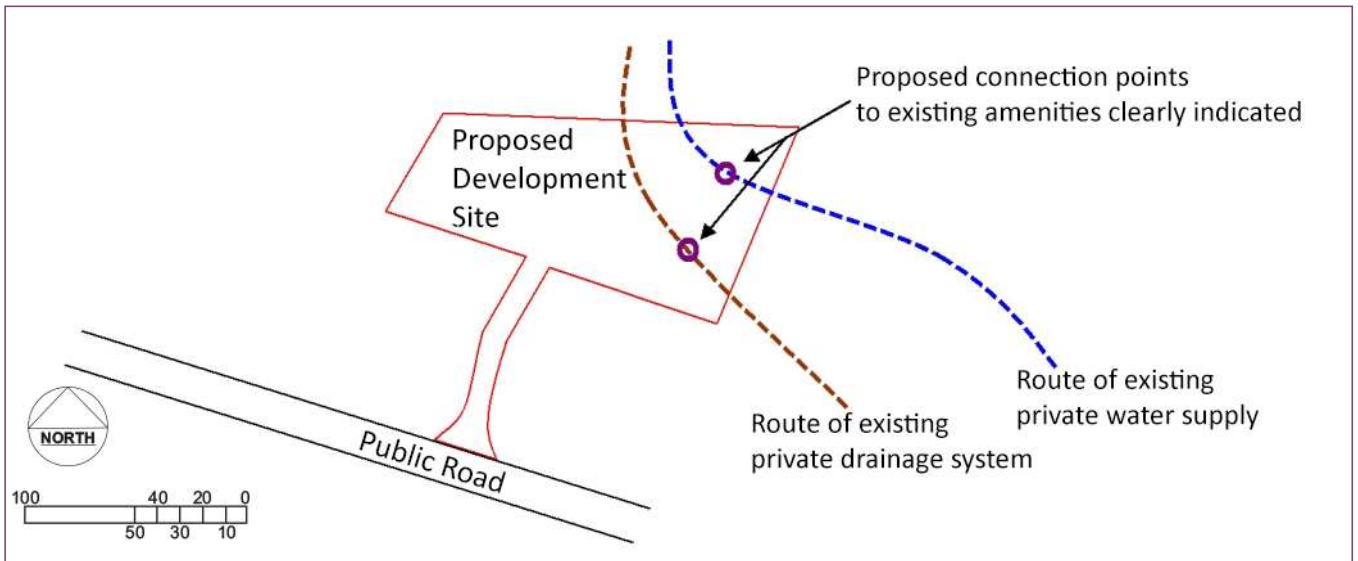
## Proposals involving Private Water Supply and/or Drainage Arrangements

6.7 Proposals which incorporate either new private water supply and drainage arrangements or connection to existing ones require to be shown in a certain way. The area of land required for such proposals should be included within the application site boundary shown on the location and site plans (please see figures 7 and 8).

**Fig 7. New private water supply and drainage arrangements**



**Fig 8. Connection to existing private water supply and drainage arrangements**



We appreciate that in some instances it may not be feasible to accurately show the full extent or detail of the proposals in either the format or scaling of the plans and drawings noted elsewhere in this document and as such the following alternatives should be noted

Location Plans at a scale of the most appropriate of the following will be acceptable:

- 1:5,000
- 1:10,000
- 1:15,000
- 1:20,000



## 7. Site Plans/Block Plans

7.1 A proposed site plan will be required in all instances where the proposals involve development on the ground regardless of their proposed purpose. Depending on the nature of the proposals it may also be required to submit a copy of an existing site plan. However, your local Planning office will be able to advise if this will be necessary. A site plan produced to a scale of 1:100, 1:200 or 1:500 will be acceptable. Site plans are required as they provide a more detailed and accurate overview of the application site in terms of the area to be occupied by your proposals and their relationship to their surroundings.

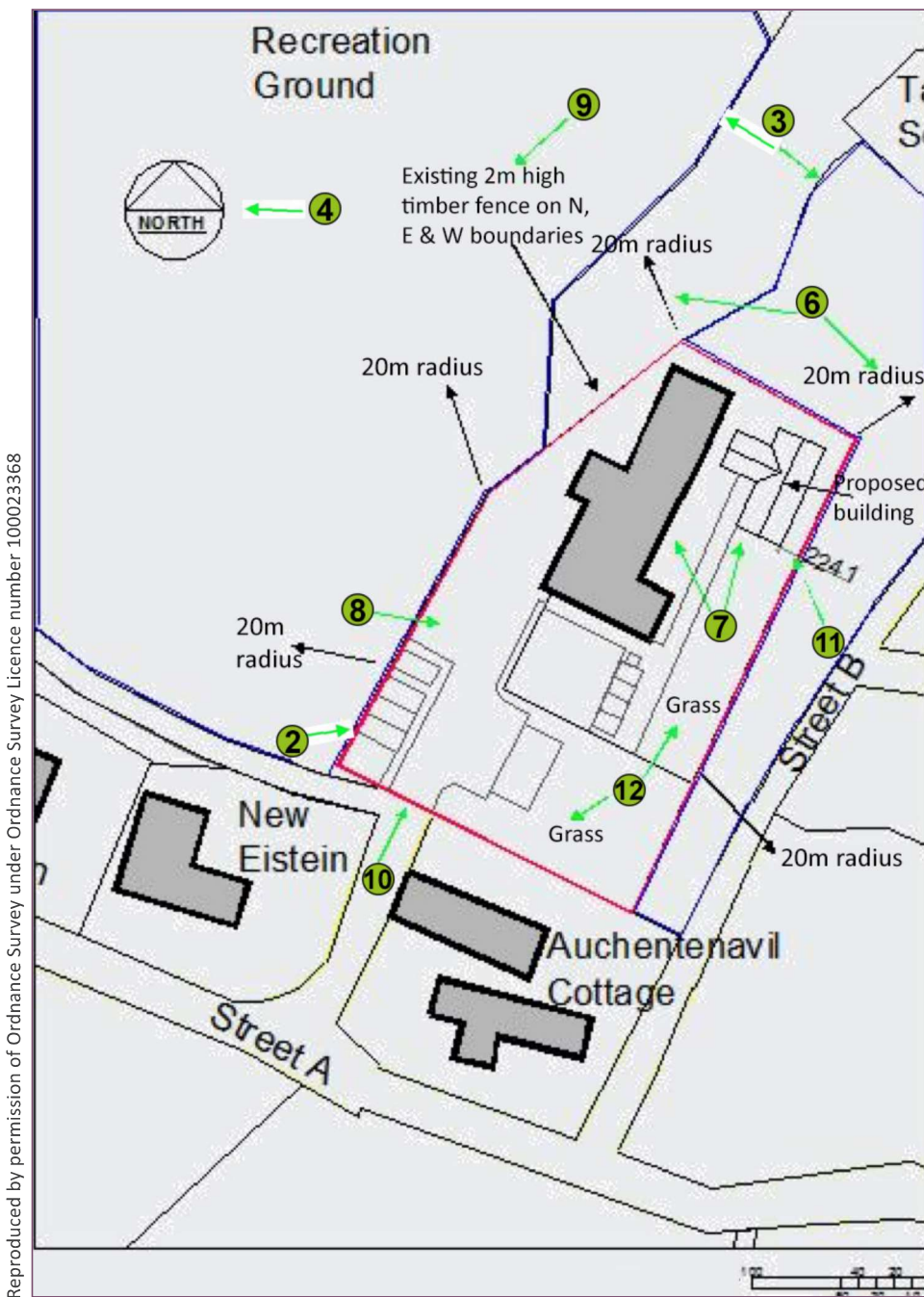
### What Should Be Shown On The Site Plan

- 7.2 As noted above, the following list of what should be shown on your site plan will not be required in every case and as such reference should be made to the separate guidance available covering your particular type of proposal. The submission of part site plans may also be required under certain circumstance, such as large sites where the actual areas of works are remote from each other. Contact with your local Planning office is highly recommended should you be considering submitting only a part site plan.
- 7.3 The following list along with the example plan shown in figure 9 on the next page indicates what may be asked for and how it should be shown:
1. Produced to a scale of either 1:100, 1:200 or 1:500
  2. Application site boundary outlined in **RED**
  3. Any surrounding land owned or controlled by the applicant outlined in **BLUE**
  4. The direction of north
  5. An accurate scale bar
  6. All land and buildings located within a 20 metre radius of the application site boundary identified
  7. The accurate footprint/roof plan profile of all existing and proposed buildings and structures located within the application site with appropriate annotation to identify them
  8. The extent and type of any hard surfacing with the application site boundary identified. Where this is proposed rather than existing this should be clearly stated
  9. A note of any boundary treatments such as walls and fences including their height. Where these are proposed rather than existing this should be clearly stated
  10. The access arrangements (vehicular and pedestrian) to the application site should be clearly shown
  11. A written dimension showing the distance from any part of your proposals to any part of the application site boundary. Note that if you are proposing multiple buildings or structures then a written dimension will be required from each



12. Areas of hard and soft landscaping clearly defined
13. If connection to an existing private water supply or private drainage system is proposed then the connection point to the supply or system should be clearly annotated within the application site outlined in RED
14. Where a completely new private water supply or private drainage system is proposed then the full details of the supply or system should be clearly annotated within the application site outlined in RED. This is also the case for alterations/upgrading works to such supplies or systems

**Fig 9. Example site plan (not to scale)**



The GREEN numbers should be cross referenced with the list of potential requirements noted on the previous page. Please note that not all items listed on the previous page are included in the example above.



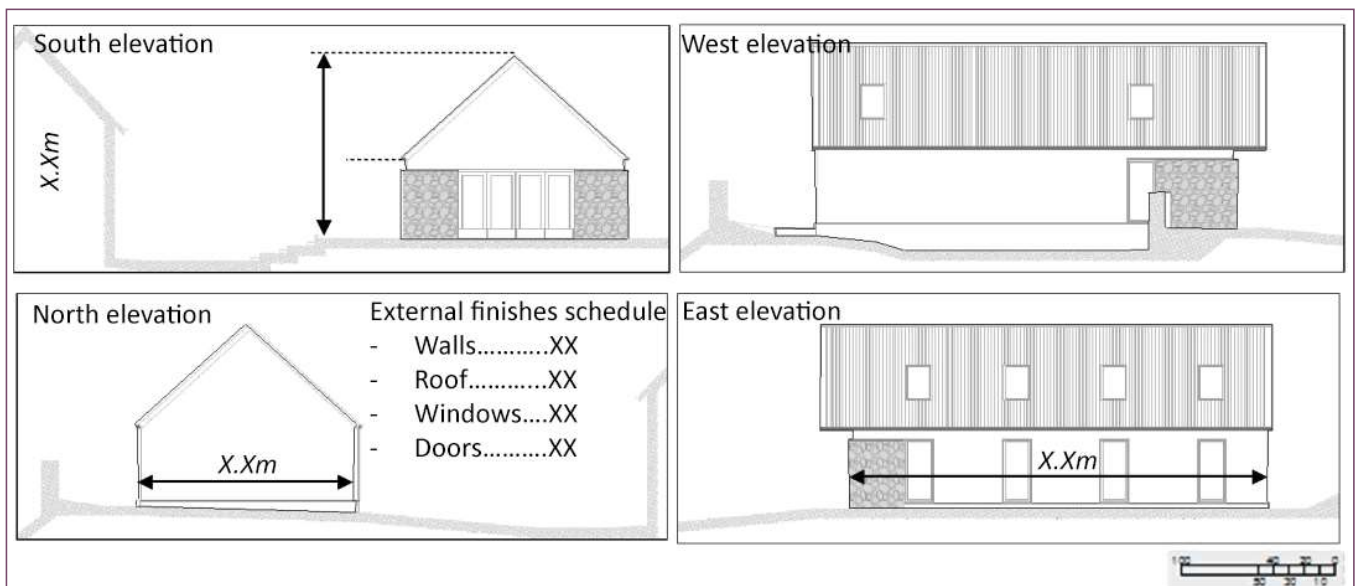
# 8. Elevations

- 8.1 Scaled elevation drawings are required in order for the planning authority to determine the acceptability of your proposals, as they should show the detail of exactly what is being proposed. In exceptional circumstances, full elevation plans will not be required and can be substituted for either part elevations or clearly titled and dimensioned photographs. You should refer to the relevant additional guidance available covering the type of development you are proposing with regards to this.
- 8.2 Existing and proposed elevations may be required depending on the type of development you are proposing but generally both existing and proposed elevations will be required for applications covering developments which affect the external appearance of existing buildings or structures, with only proposed elevations for wholly new buildings or structures, more details on what should be shown on these plans can be found under the two headings below.
- 8.3 When producing the elevation plans, you should ensure that the detailing shown is accurate between the existing and proposed versions and that the details shown also correspond with any required floor, roof and site plans submitted as these plans are all cross referenced with each other when we carry out the validation of your application.

## Existing Elevations

- 8.4 Existing elevations will be required in the majority of cases where proposed alterations or extensions will affect the external appearance of the existing property or structure which is the subject of the planning application. These plans should show all elevations which will be affected by the proposals and should be produced to a scale of either 1:50 or 1:100. The plans should be sufficiently detailed to give a true representation of the detailing of the building or structure as it stands at the moment. Details of the existing external finishes should also be shown on the plans. For clarity this means any visible underbuild, walls, roof, windows, doors and in certain instances rainwater goods. An accurate scale bar should also be included on your plans along with written dimensions noting height to eaves and roof ridge and the overall length and breadth of the proposals. See figure 10 below for a basic example.

Fig 10. Example existing elevations (not to scale)



## Proposed Elevations

8.5 Proposed elevations will be required in the majority of cases where proposed alterations or extensions will affect the external appearance of the existing property or structure which is the subject of the planning application. These plans should show all elevations of the proposals and should be produced to a scale of either 1:50 or 1:100. The plans should be sufficiently detailed to give a true representation of the detailing of the building or structure as it stands at the moment. Details of the proposed external finishes should also be shown on the plans. For clarity this means any visible underbuild, walls, roof, windows, doors and in certain instances rainwater goods. An accurate scale bar should also be included on your plans along with written dimensions noting height to eaves and roof ridge and the overall length and breadth of the proposals. This guidance also applies to applications for free standing structures such as wind turbines, garages, sheds etc. See figures 11 and 12 overleaf for basic good practice examples.

**Fig 11. Example proposed elevations—extension (not to scale)**

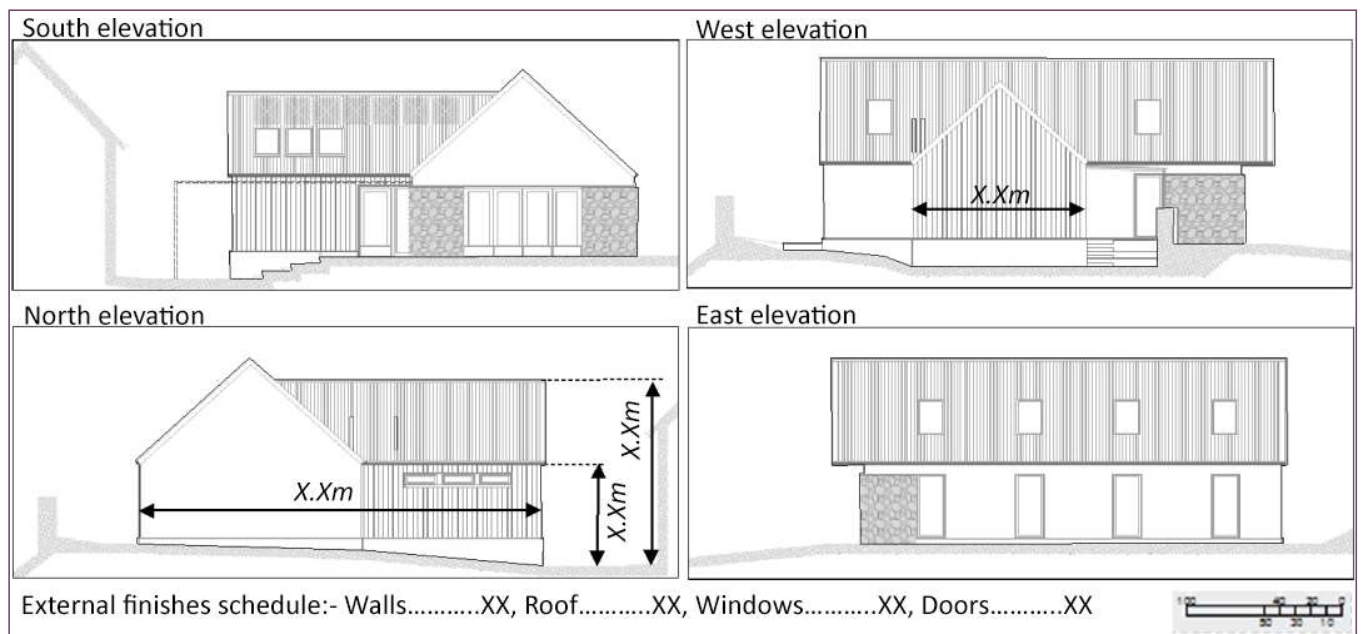
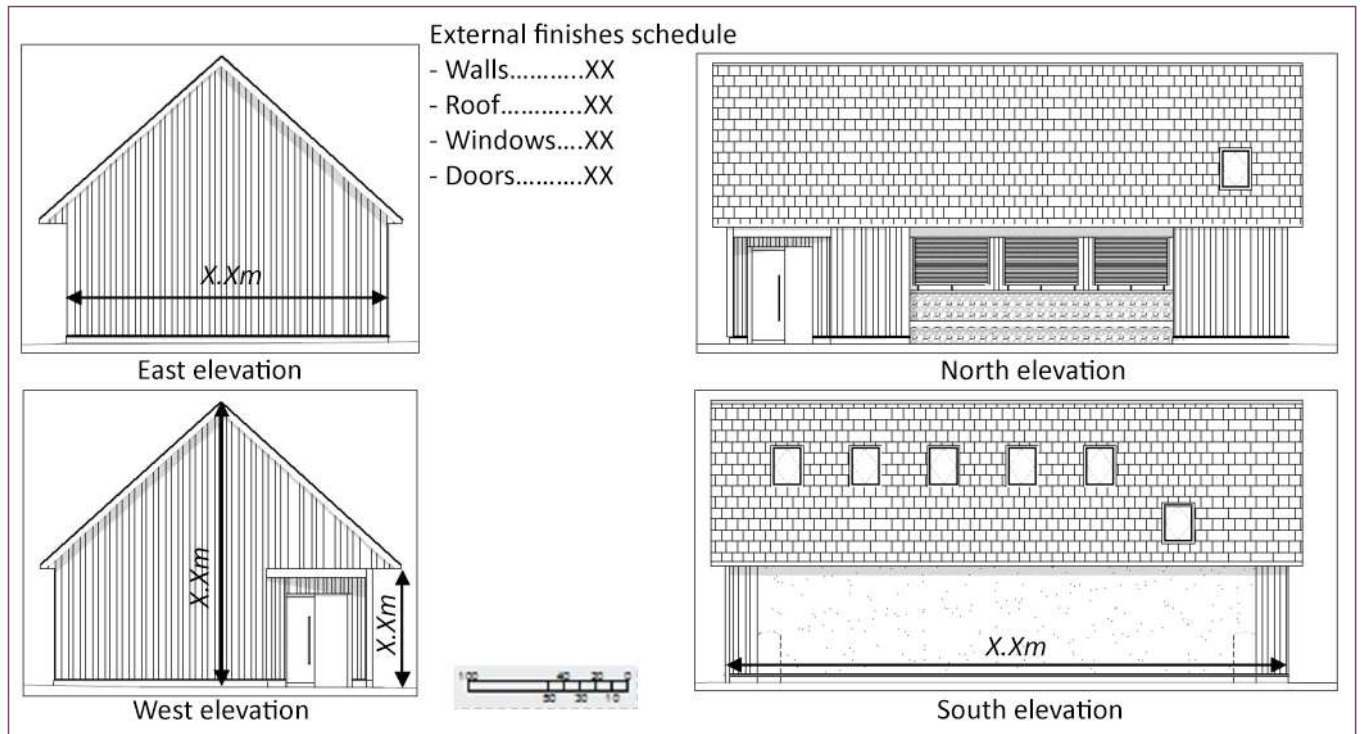


Fig 12. Example proposed elevations—free standing (not to scale)



# 9. Floor Plans

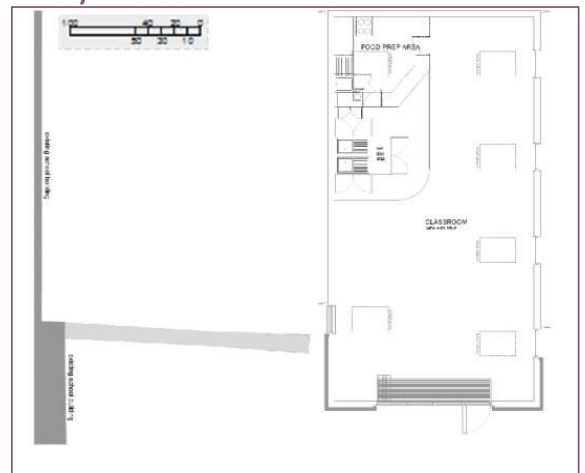
- 9.1 Both existing and proposed floor plans may be required depending on the type of development you are proposing but generally scaled existing and proposed floor plans will be required for applications covering developments which affect existing buildings such as extensions or changes of use and where wholly new buildings are proposed. More details on what should be shown on these plans can be found under the two headings below. In exceptional circumstances full floor plans will not be required and can be substituted for parts or unscaled floor plans. You should refer to the relevant guidance note covering the specific type of development type.
- 9.2 It is essential that when producing the floor plans to ensure that the detail shown is accurate between the existing and proposed versions and that the details shown also correspond with any required elevations, roof plans site plans as these plans are all cross referenced with each other by the planning authority.

## Existing Floor Plans

9.3 Existing floor plans should be produced to a scale of either 1:50 or 1:100 and show the following detail (as shown in figure 13):

- All window and door openings
- All internal room divisions including note of their current use
- Clearly show the extent of any proposed
- An accurate scale bar

**Fig 13. Example existing floor plan (not to scale)**

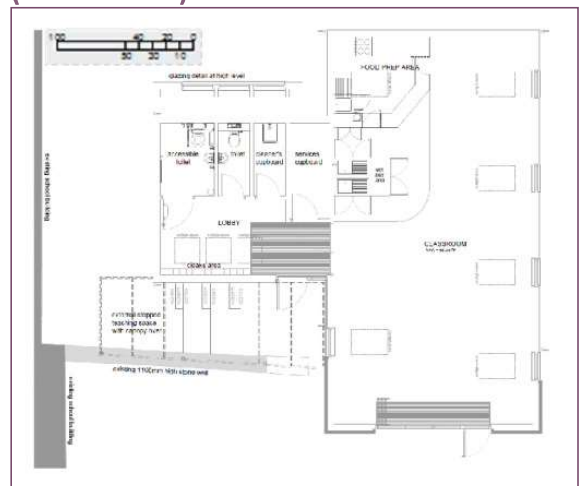


## Proposed Floor Plans

9.4 Proposed floor plans should be produced to a scale of either 1:50 or 1:100 and show the following details (as shown in figure 14):

- All window and door openings
- All internal room divisions including note of their current use
- Clearly show the extent of any proposed demolitions
- Clearly show the footprint of any proposed extension or free standing building
- An accurate scale bar

**Fig 14. Example of proposed floor plan (not to scale)**



# 10. Roof Plans

10.1 Both existing and proposed roof plans may be required depending on the type of development you are proposing but generally scaled existing and proposed roof plans will be required for applications covering developments which affect existing buildings such as extensions or where wholly new buildings are proposed. More details on what should be shown on these plans can be found under the two headings below. In exceptional circumstances full roof plans will not be required and can be substituted for part roof plans. You should refer to the relevant guidance note covering the specific type of development you are proposing to determine the exact requirements with regards to this.

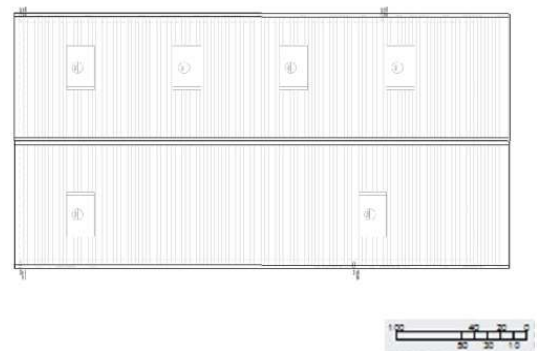
10.2 It is essential when producing the roof plans, you should ensure that the detailing shown is accurate between the existing and proposed versions and that the details shown also correspond with any required elevations and site plans submitted as these plans are all cross referenced with each other by the Planning office when we carry out the validation of your application. If the information contained across your plan set is not consistent your application will be considered to be invalid.

## Existing Roof Plans

10.3 Existing roof plans should be produced to a scale of either 1:50 or 1:100 and show the following details (as shown in figure 15):

- Show the shape of the roof
- Roofing materials
- Details of any vents/chimney stacks/window openings
- The direction of any slope in the roof runs
- An accurate scale bar

**Fig 15. Example existing roof plan (not to scale)**

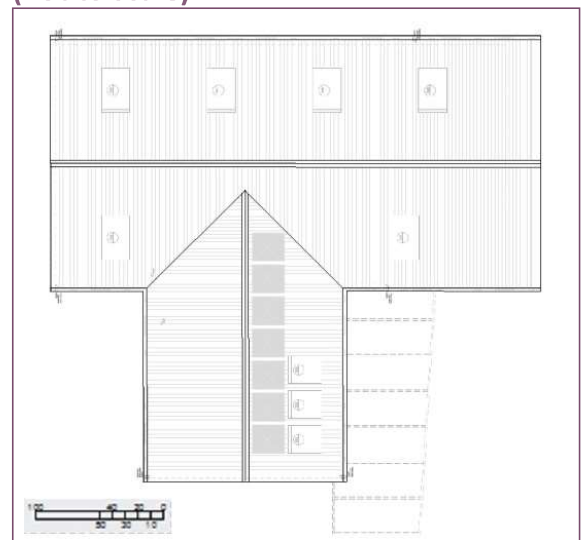


## Proposed Roof Plans

10.4 Proposed roof plans should be produced to a scale of either 1:50 or 1:100 and show the following details (as shown in figure 16):

- Show the shape of the roof
- Roofing materials
- Details of any vents/chimney stacks/window openings
- An accurate scale bar

**Fig 16. Example of proposed roof plan (not to scale)**



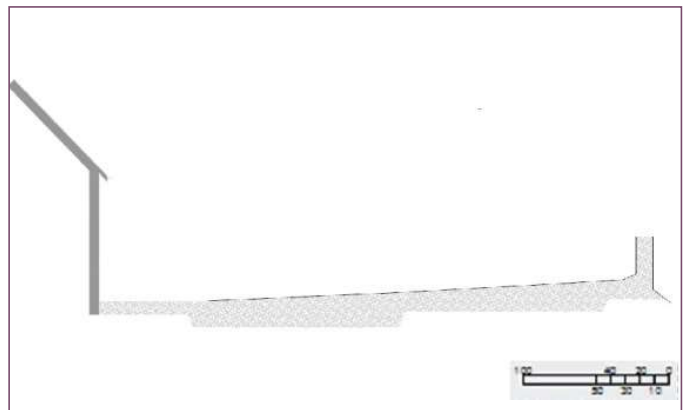
# 11. Sections and Levels Plans

11.1 In certain circumstance and depending on what is being proposed the planning authority may require additional section or levels plans, these may be requested as either existing or proposed or both. Site sections and site levels plans may be required where your proposals involve a change in ground level or when you are proposing to develop an uneven site in order for us to determine how your proposals will interact with their surroundings. Section plans may be required as either site sections or building sections. Typically site sections are only requested where there are significant changes in ground levels proposed to give an accurate indication of how the site will look compared to how it is at present. Building sections will typically be required where a new build is proposed in order to show finished floor levels in order for us to determine the impact of your proposals on their surroundings. Below you will find some further information on each of these plan types.

## Site Sections

11.2 Where existing and proposed site sections are required they should be produced to a scale of either 1:100 or 1:200, the number and location of where the sections should be taken will depend on the nature of your proposals. These plans should also contain an accurate scale bar (please see figure 17).

Fig 17. Example site sections (not to scale)



## Building Sections

11.3 Where existing and proposed building sections are required they should be produced to a scale of either 1:50 or 1:100, typically only one section will be required showing a cross section through each of the existing and proposed buildings with finished floor levels clearly indicated although this will depend on the nature of your proposals. These plan should also contain an accurate scale bar (please see figure 18).

Fig 18. Example building/structure sections (not to scale)



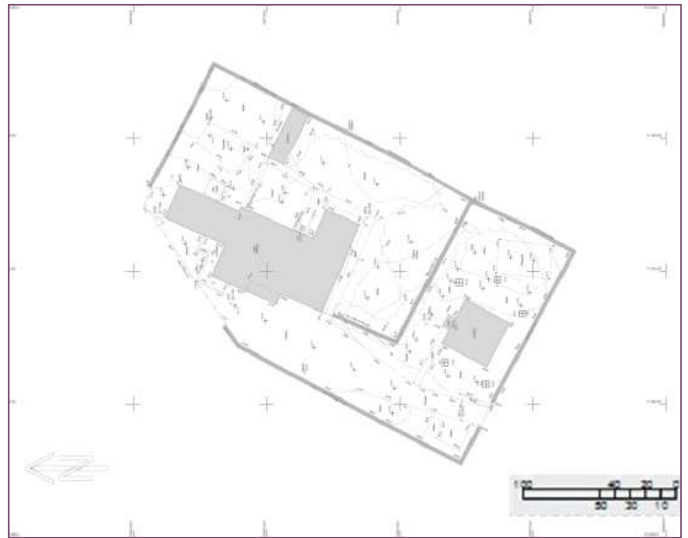
## Site Levels

11.4 Where existing and proposed site levels plans are required they should be produced to a scale of either 1:200 or 1:500. These plans should contain an accurate scale bar along with showing the direction of north and clearly identifying a fixed off-site datum point. Generally contours should be shown at 0.5m intervals (please see figure 19). In some cases, contours may be shown at different intervals



Please note: Where site sections are provided the line of where the section has been taken should be clearly identified on the site plan. Where building/structure sections are provided the line of where the section has been taken should be clearly identified on either the elevations or floor plans.

**Fig 19. Example site levels plan (not to scale)**



## 12. Documentation that may also be required

12.1 Depending on the scale and nature of your proposals, there may be a requirement to submit additional information in support of your application in order for planning authorities to consider the full potential impact of your proposals. If it has been identified that you require to submit one or more of the following documents prior to the submission of your application you should endeavour to submit them with the application as this may cause delays in the validation of your application and will cause delays in the determination of your proposals. You should also note that under current legislation planning authorities are able to serve a notice requesting such additional information as is felt necessary and that failure to submit the requested information can result in your application being refused. Please note that the lists below are not exhaustive.

### What other information may be asked for—validation requirements

- **Design Statement**—A written statement about the design principles and concepts that have been applied to the development.
- **Design and Access Statement**—A document containing both a design statement and an additional written statement about how issues relating to access to the development for disabled people have been dealt with.
- **Pre-application Consultation Report**—A report which details what measures were taken with regards to public engagement and community council consultation and the outcomes of such measures.
- **Environmental Impact Assessment Report**—An assessment of the likely significant environmental effects arising from a proposed development.

### What other documentation may be required depending on the scale and nature of your proposals?

- **Noise Impact Assessment** — A report which identifies the potential noise impact of the proposed development on its surroundings and any measures proposed to mitigate any potential negative impact. This type of report can also be required in order to show how existing sources of noise may impact on the proposed development and what mitigation measures may be required.
- **Air Quality Assessment** — A report required when the proposed development is in an area of poor air quality and/or will have a significant impact on air quality of the surrounding area (either directly or indirectly). It should also detail proposed mitigation measures.
- **Contaminated Land Assessment** — A detailed site specific report covering the type and extent of any contamination and what measures are required and will be completed in order to ensure the site is fit for its intended use.





- **Private Water Supply Assessment** — A detailed site specific report relating to the quantity and quality of any proposed private water supply which should also detail the type of system to be used.
- **Transport Assessment** — A report detailing existing traffic patterns which may be affected by the proposed development, how they may be affected and what measures would be taken to mitigate congestion, late night commercial movements within residential areas and road safety concerns.
- **Swept Path Study/Analysis** — A report demonstrating that any proposed access road/route is capable of accommodating the vehicle sizes and loads which will be used both during construction and after completion of the proposals.
- **Landscape and Visual Assessment** — A report showing the anticipated landscape and visual effects of the proposed development.
- **Landscaping Plan** — A plan produced to a recognisable scale which details the proposed landscaping of the development site. The plan should clearly show the number and species of all plant and tree types proposed along with grassed areas, hard surfacing and other relevant features.
- **Flood Risk Assessment** — A report to identify the potential risk of flooding should the proposed development be completed. The report will give details of both the risk to the site itself and the impact of the proposed development on surrounding watercourses.
- **Drainage Impact Assessment** — A detailed site specific report on the potential impact of any private drainage proposals (both waste and surface water) on existing site drainage.
- **Retail Impact Assessment** — A report which details the potential impact of the proposed development on the trade of existing premises within the surrounding area.
- **Business Operating Statement** — A summary of the revenues and expenses for the site.
- **Area Capacity Evaluation** — A report which details the capacity of the area to sustain the proposed development with regards to suitability and need.
- **Habitat Survey** — A report detailing any significant wildlife habitats or species within the locality of the proposed development which may be affected by it, including details of any proposed measures to mitigate any negative impact.
- **Ecological Appraisal** — A report evaluating the importance of any ecological features present within the specified site.
- **Ornithology Study** — A detailed report on bird activity within the vicinity of the proposed development, evaluating the proposed impact of the development on them and what measures would be taken to mitigate any negative impact.
- **Archaeological Survey** — A report detailing any areas of archaeological interest within the locality of or within the site itself. The report should include details of any measures proposed to safeguard such sites from being negatively impacted by the proposals.



- **Geotechnical Stabilisation Study** — A report detailing the suitability of the ground conditions to accommodate the proposed development including details of what measures will be required in order to ensure the site can be developed.
- **Topographical Survey** — A survey showing both existing and proposed site levels.
- **International Commission on Non-Ionising Radiation Protection (ICNIRP) declaration** — A certificate stating that the proposed antenna to be used in an electronic communications network meets certain international standards.



## 13. Contacts and Further Information

13.1 This guidance has been produced to advise you of what information is expected to be submitted with your application. To make your application valid, please include the correct fee, plans and supporting information. Should you have any specific questions you should contact your local Planning office or refer to the sources of further information noted below.

### Sources of further information/advice

- E-Planning website—[www.eplanning.scot](http://www.eplanning.scot)
- Scottish Government Planning website—[www.gov.scot/Topics/Built-Environment/planning](http://www.gov.scot/Topics/Built-Environment/planning)
- The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013
- The Town and Country Planning (Scotland) Act 1997
- The Planning etc. (Scotland) Act 2006
- Circular 3/2013 Development Management Procedures (See attached Annex D from the Circular in Appendix 2)



# Appendix 1

## Checklist of the information and documentation required for planning applications



Information/Documentation	Required	May Be Required*
Application form	✓	
Accurate description of the proposed development	✓	
Planning fee	✓	
Land Ownership Certificate	✓	
Plans and drawings	✓	
Pre-Application Consultation Report		✓
Design and Access Statements		✓
Design Statement		✓
Environmental Impact Assessment		✓
Retrospective Works		✓
Noise Impact Assessment		✓
Air Quality Assessment		✓
Habitat Regulations Appraisal		✓
Contaminated Land Assessment		✓
Private Water Supply Assessment		✓
Transport Assessment		✓
Swept Path Study/Analysis		✓
Landscape and Visual Assessment		✓
Landscaping Plan		✓
Flood Risk Assessment		✓
Drainage Impact Assessment		✓
Retail Impact Assessment		✓
Business Operating Statement		✓
Area Capacity Evaluation		✓
Habitat Survey		✓
Ecological Appraisal		✓
Ornithology Study		✓
Archeological Survey		✓
Geotechnical Stabilisation Study		✓
Topographical Survey		✓
International Commission on Non-Ionising Radiation Protection (ICNIRP) declaration		✓

\* Please discuss with local Planning Authority early or at pre-application stage to check and confirm level of detail required



# Appendix 2

## Extract from Circular 3/2013 Development Management Procedures



## ANNEX D

### PLANS AND DRAWINGS

1. All applications should be accompanied by a location plan and almost all will require a site plan. Where the applicant owns some or all of the “neighbouring land” a plan showing such land must be included. The following are not statutory requirements but an indication of what planning authorities can reasonably expect by way of a minimum of information on these plans:

Location plan – this must identify the land to which the proposal relates and its situation in relation to the locality: in particular in relation to neighbouring land. Location plans should be a scale of 1:2500 or smaller.

Neighbouring land owned by the applicant – where required, this could be incorporated into the above plan or on a separate plan of similar scale.

**Site Plan** – this should be of a scale of 1:500 or smaller and should show:

1. The direction of North; General access arrangements, landscaping, car parking and open areas around buildings; The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries; Where possible, all the buildings, roads and footpaths on land adjoining the site including access arrangements; The extent and type of any hard surfacing; Boundary treatment including walls or fencing where this is proposed.
2. The range of other plans and drawings will depend on the scale, nature and location of the proposal. Planning authorities should consider providing guidance on the levels of information expected in different types of case. The following plans and drawings will not be required in every case, but the list indicates the sort of minimum information which should be included where necessary:

**Existing and proposed elevations (at a scale of 1:50 or 1:100)** which should:

- show the proposed works in relation to what is already there;
- show all sides of the proposal
- indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors include blank elevations (if only to show that this is in fact the case)
- where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

**Existing and proposed floor plans (at a scale of 1:50 or 1:100)** which should:

- explain the proposal in detail
- show where existing buildings or walls are to be demolished



- show details of the existing building(s) as well as those for the proposed development
- show new buildings in context with adjacent buildings (including property numbers where applicable).

**Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100)**

which should:

- show a cross section(s) through the proposed building(s)
- where a proposal involves a change in ground levels, show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided
- include full information to demonstrate how proposed buildings relate to existing site levels and neighbouring development
- show existing site levels and finished floor levels (with levels related to a fixed datum point off site)
- show the proposals in relation to adjoining buildings (unless, in the case of development of an existing house, the levels are evident from floor plans and elevations)

**Roof plans (at a scale of 1:50 or 1:100)** to show the shape of the roof and specifying details such as the roofing material, vents and their location.





# Appendix 3

## Additional Guidance



## 1. Householder Applications

1.1 Householder applications relate to alterations, extensions and developments within the garden ground of houses or flats. This application type excludes proposed commercial activities or changes of use including the subdivision of properties or changing multiple properties into one. Householder developments generally fall into one or more of three categories and you will find guidance on what plans or other supporting documents should be submitted in support of your application under the following three headings;

- Extensions to Domestic Properties
- Detached Buildings/Structures within the Garden Ground of Domestic Properties (this heading includes detached buildings providing ancillary residential accommodation) and
- Alterations to Domestic Properties.

1.2 Under these headings, you will find checklists of what will be required. Please refer to the main guidance document sections 8-12 for a guide to scales and the level of detail that planning authorities look for.

## 2. Extensions to Domestic Properties

2.1 This section covers what planning authorities look for from applications relating to extending an existing domestic property, regardless of the type of extension proposed. This is the same for various application types including, dormer windows, attached garages, single storey (or higher) extensions, conservatories, sun-rooms, porches, raising of the roof ridge height, decking where attached to the property etc.

- Fully completed Householder Application Form
- Fully completed Land Ownership Certificate
- Application fee (there are certain exemptions from fee payment and you should check your local planning authority's fees guidance for information on this.
- Location Plan (including supplementary location plan where relevant)
- Existing and Proposed Site Plan
- Any other plans and drawings necessary to describe the development. This could include:
  - Existing elevations (all elevations which will appear different should your proposals be approved, not just the elevation(s) which the extension would be physically attached to)
  - Proposed elevations (all elevations of the proposed extension should be shown in context to the existing property)
  - Existing floor plan(s) (this does not need to be full floor plans of the entire property, we will accept part floor plans covering the area affected by the proposals)



- Proposed floor plan(s) (this does not need to be full floor plans of the entire property, we will accept part floor plans covering the area affected by the proposals. However, the full extent of the proposed extension should be shown)
- Existing and Proposed Roof Plan
- A statement that the application is made in respect of Crown land, (only required if the development is on crown land).

### 3. Detached Buildings/Structures within the Garden Ground of Domestic Properties

3.1 This section covers what planning authorities look for if your proposals relate to the erection of detached buildings/structures within the garden ground of domestic properties, regardless of the type of development proposed. Any application relating to developments such as sheds, greenhouses, summerhouses, garages, walls, fences, gates, decking etc. are expected to include:

- Fully completed Householder Application Form
- Fully completed Land Ownership Certificate
- Application fee (there are certain exemptions from fee payment and you should contact your local Planning office to determine if this will be necessary)
- Location Plan (including supplementary location plan where relevant)
- Existing and Proposed Site Plan
- Any other plans and drawings necessary to describe the development. This could include:
- Proposed elevations (all elevations of the proposal should be shown, where this relates to walls, gates or fences only a front and end elevation will be required)
- Proposed floor plan(s)

### 4. Alterations to Domestic Properties

4.1 This section covers what planning authorities look for if your proposals relate to alterations to domestic properties where there is no physical development on the ground. Any application relating to developments such as replacement windows or doors, replacement roof covering or cladding, minor demolitions such as the removal of chimneys, replacement rainwater goods, satellite dishes, solar panels etc. will be expected to include: -

- Fully completed Householder Application Form
- Fully completed Land Ownership Certificate
- Application fee (there are certain exemptions from fee payment and you should contact your local Planning office to determine if this will be necessary)



- Location Plan (including supplementary location plan where relevant)
- Any other plans and drawings necessary to describe the development. This could include:
  - Existing elevations. Photographs are helpful as supplementary information for these types of proposed developments provided they are clearly titled and fully dimensioned but they are not a substitute for detailed and dimensioned plans.
  - Proposed elevations or manufacturers specifications. Again, photographs are helpful as supplementary information in cases of applications for replacement windows. The photographs should show each window to be replaced clearly numbered and a separate window schedule should be provided detailing the window material, colour, opening mechanism, size and design detail.
  - A statement that the application is made in respect of Crown land, (only required if the development is on crown land).

**Please note:** where applications for replacement windows or doors will require structural alterations i.e. the proposed replacements do not fit into the existing openings then existing and proposed elevations and floor plans will be required in addition to photographs, manufacturers specifications and detailed window schedule.

## 5. Planning Permission for New Residential Properties (local development type category)

5.1 This section covers what planning authorities look for from applications for new residential properties, including both houses or flats, that fall under the category of being a “local” development as defined in The Town and Country Planning Hierarchy of Development (Scotland) Regulations 2009. Applications for new residential properties are expected to include:

- Fully completed Planning Permission Application Form
- Fully completed Land Ownership Certificate
- Application fee
- Location Plan (including supplementary location plan where relevant)
- Existing and Proposed Site Plan
- Any other plans and drawings necessary to describe the development. This could include:
  - Proposed elevations (all elevations of the proposed dwelling should be provided along with elevations of any additional detached buildings or structures such as garages, sheds, boundary walls/fencing/gates etc. that also form part of your proposals)
  - Proposed floor plan(s) (full floor plans of any buildings forming part of your proposals should be included)
  - Proposed Roof Plan of the dwelling



- Building Section Plan (a section through the vertical axis of the proposed dwelling should be provided clearly showing the proposed finished floor levels)
- Design Statement (not required in all cases and as such you should contact your local Planning office to determine the need for this)
- A statement that the application is made in respect of Crown land, (only required if the development is on crown land).

**Please note:** the above list is the minimum level of information required for your application to be considered valid, however in certain circumstance and depending on the individual site conditions and design of your proposals further information may be required for us to be able to competently determine your application.

## 6. Small Scale Wind Turbine Developments

6.1 This guidance note covers what planning authorities look for in relation to small scale wind turbine developments applications. We define this category of development as being applications for no more than two turbines at a height not exceeding 35 metres high to blade.

6.2 Applications for small scale wind turbines will require the following plans and supporting information to be submitted for your application to be considered valid:

- Fully completed Planning Permission Application Form (it would be useful if the description of development included details of technical specifications of the turbine, including noise output).
- Fully completed Land Ownership Certificate
- Application fee
- Location Plan (including supplementary location plan where relevant)
- Proposed Site Plan
- Any other plans and drawings necessary to describe the development. This could include:
  - Proposed elevations (all elevations of the proposed turbine(s) should be provided along with elevations of any additional detached buildings or structures that also form part of your proposals)
  - Proposed floor plan(s) (full floor plans of any buildings forming part of your proposals should be included)
  - Technical specification of turbine(s) including details of operational noise output
  - A statement that the application is made in respect of Crown land, (only required if the development is on crown land).

**Please note:** the above list is the minimum however in certain circumstance and depending on the individual site conditions and design of your proposals further information may be required, such as:



- Environmental Impact Assessment
- Design Statement

In this respect we would highly recommend contacting your local planning office to identify if these are required. As a general guide to the extent and type of additional information that may be required you should also refer to the pages titled ‘Sections and Levels Plans’ and ‘Further Information/Documentation That May Also Be Required’ in the separate guidance booklet titled ‘Planning Application Plan Requirements’. “Planning Applications—What Planning Authorities Look for

## 7. Change of Use Applications

7.1 Applications for change of use can be made over areas of land, commercial and residential properties. Regardless of the actual change of use you are proposing it will generally fall under one of three categories which are: applications where no internal and external alterations are proposed, applications where internal and external alterations are proposed and application for change of use of land. Each of these categories has different application requirements which are detailed below.

### **Applications Where No Internal and External Alterations Are Proposed**

7.2 Applications for change of use where no internal or external alterations are proposed will require the following plans and supporting information:

- Fully completed Planning Permission Application Form
- Fully completed Land Ownership Certificate
- Application fee
- Location Plan (including supplementary location plan where relevant)
- Any other plans and drawings necessary to describe the development. This could include:
  - Photographs of all elevations of the building(s) in question, clearly titled and noted to represent both the existing and proposed situation
  - Floor Plan clearly titled and noted to represent both the existing and proposed situation
  - A statement that the application is made in respect of Crown land, (only required if the development is on crown land).
  - A statement describing the existing and proposed use in relation to traffic movements, hours of operations, numbers of employees etc.

### **Applications Where Internal and External Alterations Are Proposed**

7.3 Applications for change of use where internal or external alterations are expected to be accompanied by the following:

- Fully completed Planning Permission Application Form



- Fully completed Land Ownership Certificate
- Application fee
- Location Plan (including supplementary location plan where relevant)
- Proposed Site Plan (only required if proposals involve development ‘on the ground’)
- Any other plans and drawings necessary to describe the development. This could include:
  - Existing elevations
  - Proposed elevations
  - Existing floor plan(s)
  - Proposed floor plan(s)
  - Existing and Proposed Roof Plan
- A statement that the application is made in respect of Crown land, (only required if the development is on crown land).
- A statement describing the existing and proposed use in relation to traffic movements, hours of operations, numbers of employees etc.
- A Design statement may also be required.

### **Application for Change of Use of Land**

7.4 Applications for change of use of land will require the following are expected to be accompanied by the following plans and supporting information:

- Fully completed Planning Permission Application Form
- Fully completed Land Ownership Certificate
- Application fee
- Location Plan (including supplementary location plan where relevant)
- Proposed Site Plan
- A statement that the application is made in respect of Crown land, (only required if the development is on crown land).
- A statement describing the existing and proposed use in relation to traffic movements, hours of operations, numbers of employees etc.

## **8. Marine Fish Farming Applications**

8.1 Marine fish farming applications relate to applications being made in waters below the low water mark. The requirements noted below apply equally to brand new proposals as



they do to applications for modifications to existing sites. Further details on the supporting documentation required is contained within the relevant application form, however as a minimum we will require the following to be submitted for your application to be considered valid:

- Fully completed Marine Fish Farming Planning Application Form including fully completed land ownership certificate.
- Admiralty Chart extract – this should include details of the known water depth, reduced to chart datum at: - Each corner of the proposed equipment; - Each extremity of the area to be occupied by moorings; - The position of least depth within the area occupied by the moorings; The location of each mooring and the mid-point of the site should also be given in degrees, minutes and decimals of a minute in the following format - 12034'.54 N, 123045'.67 W (WGS84), along with the relevant ordnance Survey grid reference, correct to at least six figures for example, NT 253 736.
- Site specific attestations from the relevant equipment suppliers as to the suitability of the proposed intended end use of the items to be used.
- Application fee
- A statement that the application is made in respect of Crown land, (only required if the development is on crown land).
- Suitably scaled Ordnance Survey based location plan required. Suggested scale of 1:10,000/1: 25,000 with the application site boundary outlined in red (typically the extent of the moorings).
- Site plan with application site boundary (mooring containment area) outlined in red produced to a scale of either 1:200 or 1:500 showing a north point. The plan should show the boundaries of the site and accurately show the location of all the equipment proposed. For alterations or extensions to existing sites both an existing and proposed site plan should be submitted and clearly titled as either existing or proposed. The site plan should also give a 6-figure Ordnance Survey grid reference for the centre of the site along with the latitude/longitude positions of the external corners or edges of the cage arrangement proposed. The site plan should also clearly show the position of any associated feed barge or the likes again with latitude/longitude positions of the external corners noted.
- Any other plans and drawings necessary to describe the development. This could include:
  - Sectional elevational plans (typically only a front and end elevation) produced to a scale of either 1:50 or 1:100 showing the proposed set up in situ, clearly showing the arrangement of any equipment used above and below the waterline with appropriate annotation for clarity.
  - Full elevational details of any proposed feed barge or similar produced to a scale of either 1:50 or 1:100 with a clear indication of the maximum height at which the barge would sit in situ above the waterline when empty.





8.2 Other documentation which may be required is as follows, most of which would be useful for any submission but in certain circumstance would be required as standard for validation purposes due to the various regulations which cover both these types of developments and other proposals requiring planning permission but would be prudent for the developer to liaise with the planning authority directly to establish the exact requirements prior to submission:-

- Photographs and or photomontages
- Environmental Impact Assessment/Environmental Assessment
- Landscape and Visual Impact Assessment • Design Statement
- Pre-application Consultation Report

8.3 It would be useful for proposals for other associated equipment such as underwater or external lighting should to be accompanied by a copy of the manufacturers specification for the items in question which clearly details their appearance (photograph) along with material, colour, dimension and in the case of lighting.

## KEY REFERENCE DOCUMENTS

The requirements for an application to be legally valid are set out in Sections 9, 10, 11 and 12 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations, 2013 (The DMR Regulations).

It is a matter for the planning authority to check whether the application meets the requirements of these regulations (9, 10, 11 or 12) as appropriate for the purposes of validating an application.

<http://www.gov.scot/Publications/2013/12/9882>

The validation date is critical as it is the date when the final piece of information required by regulation 9, 10, 11 or 12 as appropriate has been received by the planning authority. The planning authority is required to acknowledge receipt of the application once the final piece of information is received. That acknowledgement must include an explanation of the timescales within which the planning authority is to give notice to the applicant of its decision on the application; and inform the applicant of the right to appeal to Scottish Ministers or to require a local review of the planning authority's decision or failure to make a decision.





Heads of Planning Scotland

