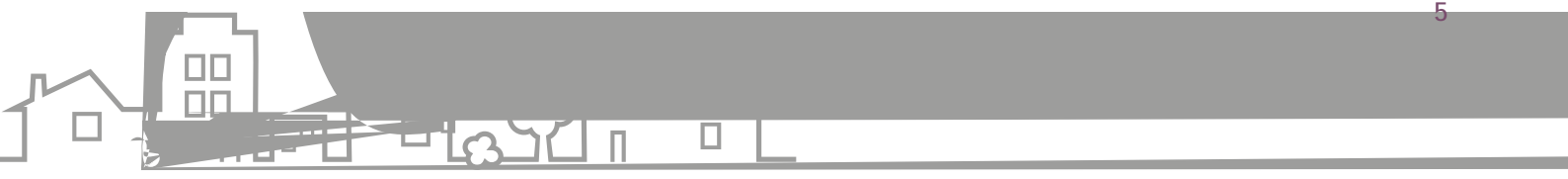




1. Background and Introduction

1.1



not factored in 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 of.

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.

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

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.

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

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- **Plans and drawings**

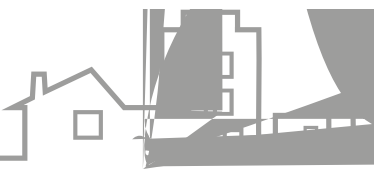
Other additional information may also be required to be submitted to accompany your application or further supporting information may be requested by the planning authority in order to be able to determine your application.

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- **Design and Access Statements***

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

- **Planning Permission - 4 copies**
-
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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 2013. 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 not fly 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.

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.

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, applicants 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 1:1250 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.



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.

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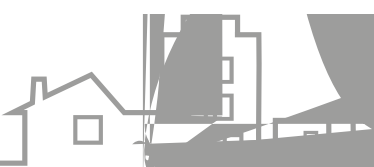
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- Tree survey and tree constraints/protect on plan
- Ventilation and extract details of restaurants cafes and hot food shops
- Structural condition report of a listed building for demolition or substantial alteration
- Marketing information when the demolition of a listed building is proposed
- Schedule of accommodation, floor areas and details of affordable housing provision for residential developments

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.

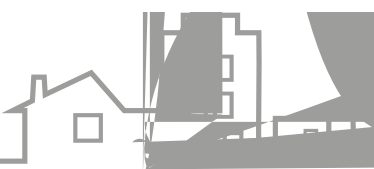
In terms of listed buildings and the demolition of unlisted buildings in conservation areas, it is a criminal offence to carry out works without the necessary consents.



3. Applying for Planning Permission and Other Related Consents

- 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 application types. 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.
- 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.



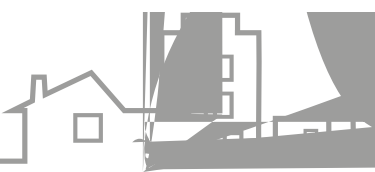
4. Identifying the Application Site Boundary

- 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

... 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

5. Location Plans

5.1



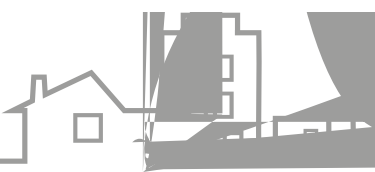
- Road names/numbers should also be clearly shown along with an indication of the nearest settlements to your proposals
- An acknowledgement relating to the source of the plan
- An accurate scale bar



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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

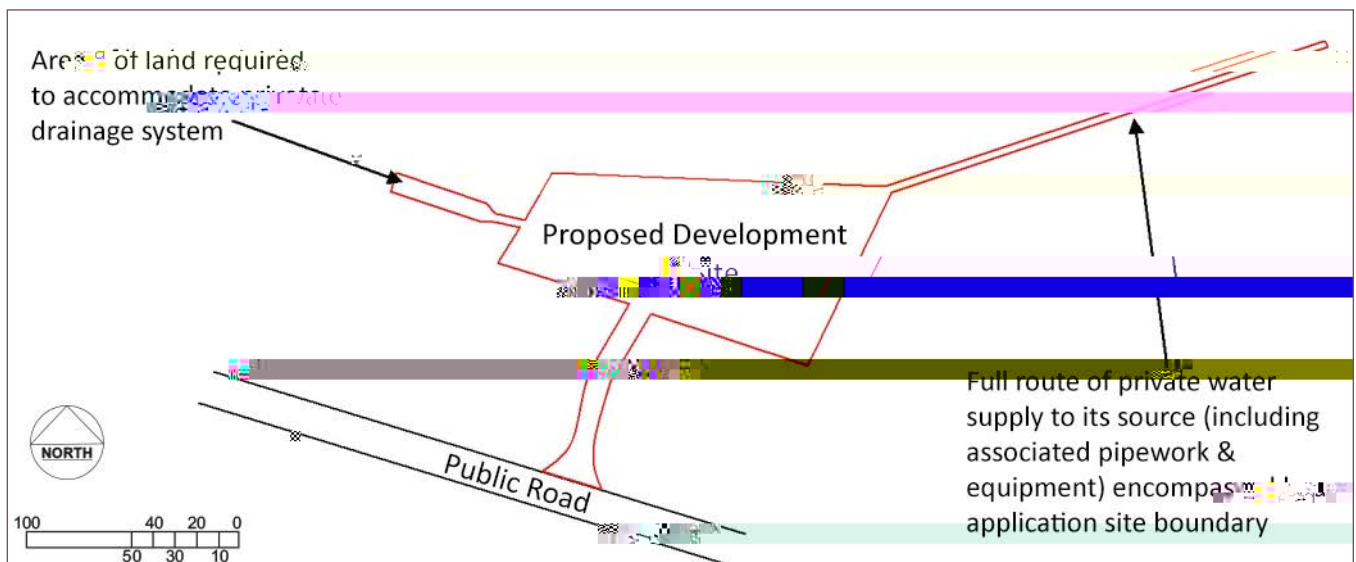


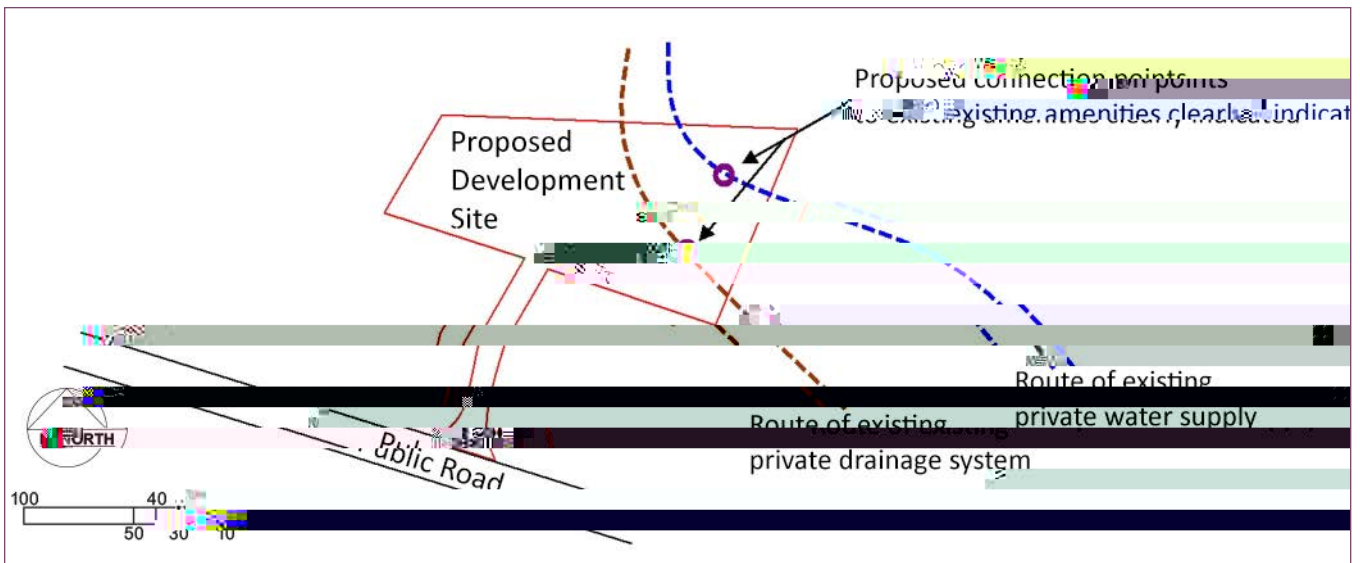
6.5

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

6.7 Proposals which incorporate either new private water supply and drainage arrangements or connect on 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).





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:

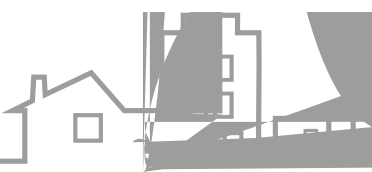
- 1:5,000
- 1:10,000
- 1:15,000
- 1:20,000

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. 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.
- 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 circumstances, 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:

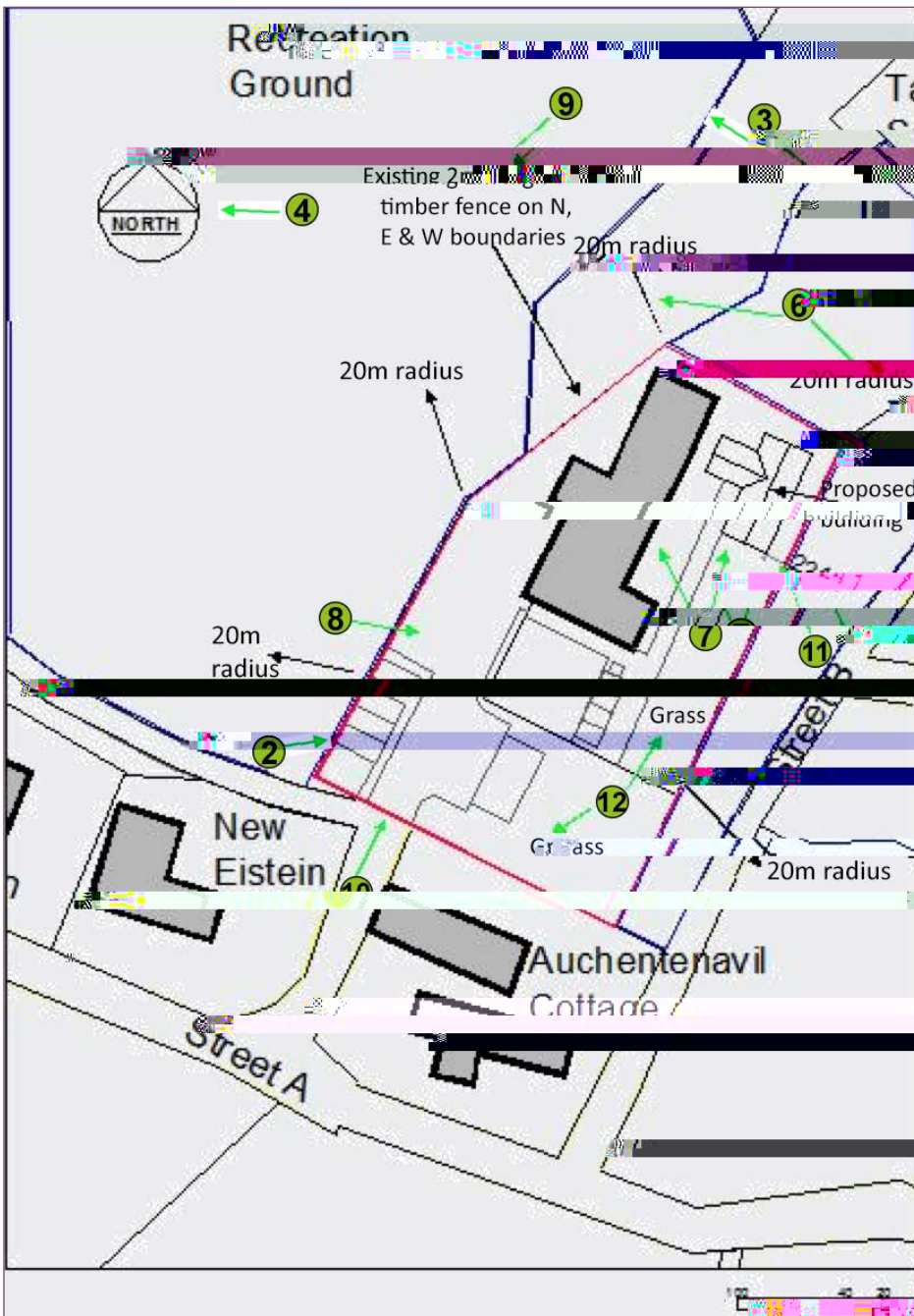
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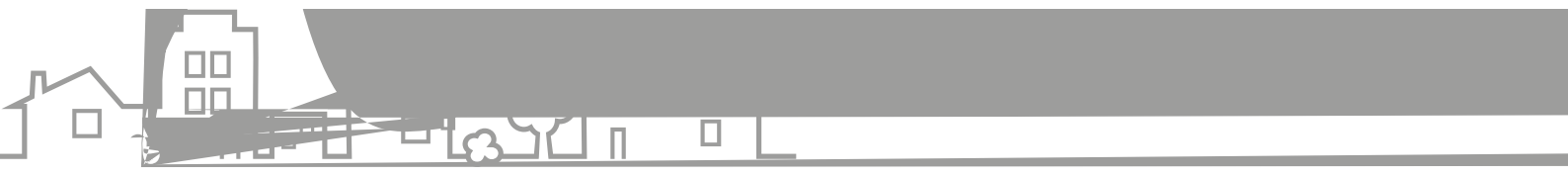
RED



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.

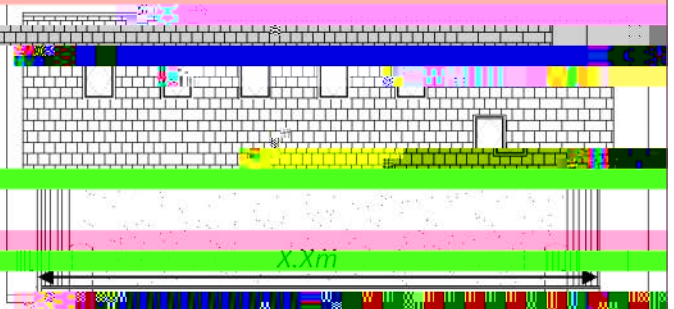
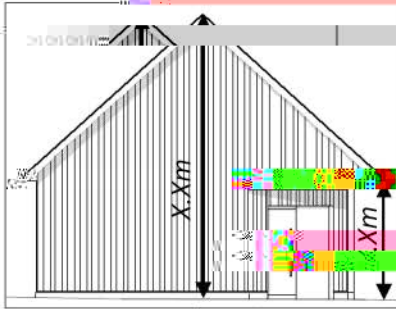
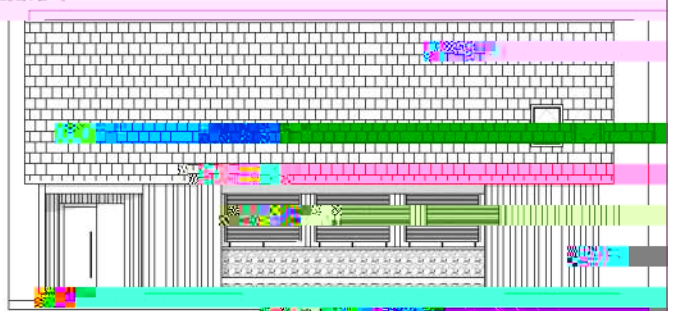
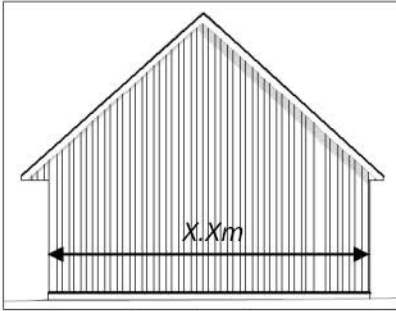
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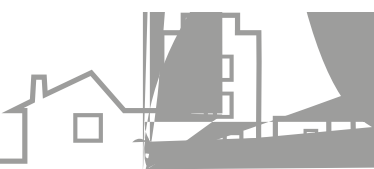


External finishes schedule

- Walls.....XX
- Roof.....XX
- Windows....XX
- Doors.....XX



South elevation



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.
- 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
 - Proposed scale 1:50 or 1:100 and show the following detail
 - All window and door openings
 - All internal room divisions including note of their current use
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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.

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):

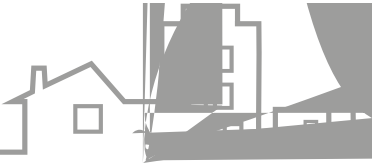
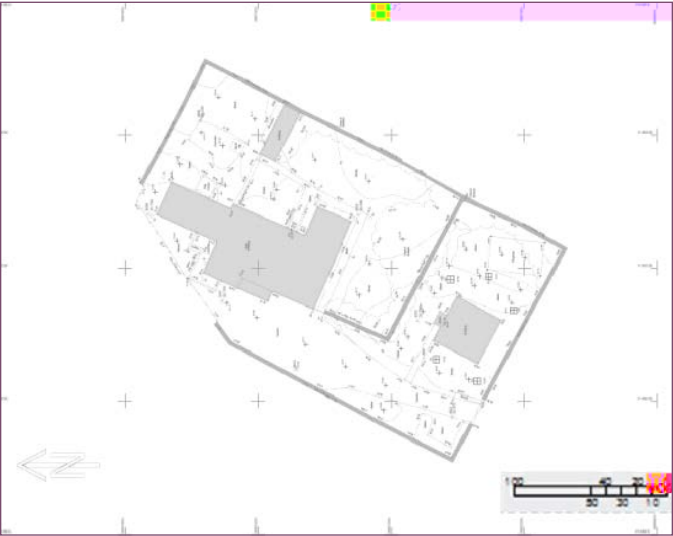
- Show the shape of the roof
- Roofing materials
- Details referenced with each other / at
- Details 1:50 or 1:100 scale showing the following & h A ste
- ~~RE~~
- Details referenced with each other / at
- Details re3 A A a & a



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 will be required where your proposals involve a

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.



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.

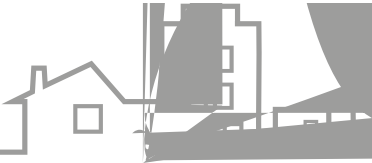
- **Design Statement**—A written statement about the design principles and concepts that have been applied to the development.
- **Design and Access Statement**—A document containing both a design statement and an additional written statement about how issues relating to the design and access to the site will be addressed.



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13. Contacts and Further Information

13.1 This guidance has been produced to advise you of what information is expected to be submitted



Appendix 1

Checklist of the information and documentation required for planning applications

Appendix 2

Extract from Circular 3/2013 Development Management Procedures

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

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- 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).

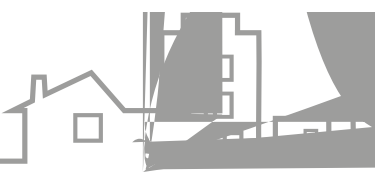
which should:

- 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 of 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)

to show the shape of the roof and specifying details such as the roofing material, vents and their location.

Appendix 3

Additional Guidance



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;

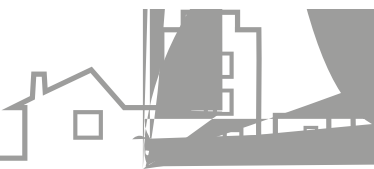
- Extensions to Domestic Properties
- Detached Buildings/Structures within the Garden Ground of Domestic Properties (this heading includes detached buildings providing ancillary residential accommodation) and
- Alterations to Domestic Properties.

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 what is required and the A A

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- 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.

- In addition, 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,

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- (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 check the Regulations to determine the need for this)
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the above list is the minimum level of information required for your application to be considered valid, however in certain circumstances 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.

- 6.1 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:

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- **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 sections titled 'Sections and Levels Plans' and 'Documentation That May Also Be Required' in this guide.

7.1 Applications can be made to change the use of a building or for the use of land. A change of use application can involve a proposal which can be divided into three different types. Firstly, where there are no internal or external alterations proposed; secondly, where internal and external alterations are proposed; and thirdly, where it just relates to the 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:

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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:

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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:

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- **Proposed Site Plan**
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valid:

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- Photographs and or photomontages

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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 the context of lighting



