Planning Permission Checklist

If you intend to apply for listed building consent and planning permission at the same time you may provide all the required information for both applications on the same drawings.

This checklist sets out the minimum information required for a valid application. If you do not supply the information listed below your application will not be registered. Place a mark in the box where the required information is provided. In addition to what is required for a valid application in many cases some of the following information may be required in order for the application to be determined: transport impact assessment; visual impact assessment; flood risk assessment; site investigation report; noise impact assessment; retail assessment; tree survey/arboriculture report; ventilation/extraction details; biodiversity report; structural condition report; or other supporting statement. The requirements for such information will normally be established through pre-application discussions with the planning authority.

If you require any additional information on what is required to be submitted for a valid application please contact our planning technicians on 01620827216

### Forms

2 copies of the planning application form, including the planning permission land ownership certificate completed, signed and dated

### Fee

Correct fee, the scale of application fees are included in the application pack or are available on the council web page

### Drawings

**DRAWINGS SHOULD BE TO SCALE AND MUST INCLUDE A METRIC SCALE BAR. DRAWINGS THAT SHOW A SCALE MUST NOT STATE ‘DO NOT SCALE’. FULLY DIMENSIONED DRAWINGS USING METRIC MEASUREMENTS MAY BE SUBMITTED INSTEAD OF SCALED DRAWINGS**

Major or national planning applications require 4 sets of drawings, 2 of which should be coloured to show all new works. If you are unsure if your application is a major or national application, please check the Town and Country Planning (Hierarchy of Development) (Scotland) Regulations 2009 and Scottish Planning Series Circular 5 2009: [Hierarchy of Developments](http://www.scotland.gov.uk/Resource/Doc/278390/0083657.pdf). You may request a screening option from the Council as to whether a proposed development is of a national or major type. All other types of planning applications require 2 sets of drawings coloured to show all new works. The planning officer may request additional sets of drawings.

2 copies of a location plan, at scale 1:1250 or 1:2500. The application site should be outlined in red. Any other land owned by the applicant that is outside the application site and within 20 metres of its boundaries should be outlined in blue.

2 copies of an existing and proposed block plan at scale 1:200 or if a larger site 1:500. The application site should be outlined in red. Any other land owned by the applicant that is outside the application site and within 20 metres of its boundaries should be outlined in blue. The plan should show all new extensions, buildings, footpaths, roads, hard standing areas, boundary treatments including walls and fencing that require planning permission clearly marked in colour. All hard surface finishes should be clearly stated on the drawing. The position of all trees on or adjacent to the site that could influence or be affected by the development should be shown on the block plan.
On sloping sites and those that involve a change in level, 2 copies of existing and proposed site sections including finished floor and site levels at 1:50 or 1:100 scale.

2 copies of existing and proposed floor/roof plan at scale 1:50 or 1:100 showing proposed works that require planning permission, clearly marked in colour. The drawings should include full material specifications of all external finishes including windows and doors.

2 copies of existing and proposed elevation drawings at scale 1:50 or 1:100 showing proposed works that require planning permission clearly marked in colour. The drawings should include full material specification of all external finishes including windows and doors.

For walls, fences, gates and other means of enclosure submit 2 copies of detailed drawings at scale 1:10 or 1:20 showing their form and materials.

For telecommunication applications submit a signed declaration that the installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP)

For national or major developments submit a pre application consultation report

For national and major developments submit a design and access statement

For local development applications, where the application site is within a 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 category A listed building submit a design statement. This regulation does not apply to alterations or extensions to buildings. Contact us if you are not sure if you need to submit a design and access statement.


Certain types of development will require an Environmental Impact Assessment to be submitted with the application for planning permission. These are set out in the Schedules of The Town and Country Planning (Environmental Impact Assessment)(Scotland) Regulations 2011 (http://www.scotland.gov.uk/Resource/Doc/350238/0117228.pdf)

Applicants can request a screening opinion from the Council to determine whether an EIA is required; an EIA is always required for Schedule 1 developments. Having established that an EIA is required, applicants may apply for a scoping opinion on what should be included in the Environmental Statement.