Guidance Notes

The following notes provide guidance on the submission of an application for planning permission. Our aim is to ensure that you supply us with the correct information so that your application can be validated and progressed as soon as possible upon receipt.

1. Making a Planning Application

Planning applications can be submitted either online or in paper format. The preference is for applications to be submitted online as this helps process the application more quickly.

Online applications can be submitted by visiting the e-planning website at: https://eplanning.scotland.gov.uk. Paper forms can be downloaded and completed in writing if you do not want to submit your application electronically.

2. What information is needed?

The level of information required will vary depending on the size and complexity of the proposal.

Most applications that are submitted are called a **"local"** application , these only require the minimum amount of information and plans.

However if your application falls within the definition of a "National" or "Major" development (see separate hierarchy of development defining major development at www.moray.gov.uk), statutory Pre-Application Consultation will be required to be carried out before submitting an application.

National and Major applications need to be accompanied by a Design and Access Statement. A Design statement will also be required to accompany an application where the land the application relates to is within:

- o   a Conservation Area
- o   a historic garden or design landscape
- o   a National Scenic Area
- o   the site of a scheduled monument
- o   the curtilage of a category A listed building

Please read the separate guidance note on Pre-application consultation and Design and Access Statements which is available on Planning and Building Standards section of The Moray Council website.

Please refer to the essential documents checklist at the end of this guidance for a list of the items required for most planning applications. The list of planning fees is also available on The Moray Council website and this will allow you to ascertain the appropriate planning fee(s) required.
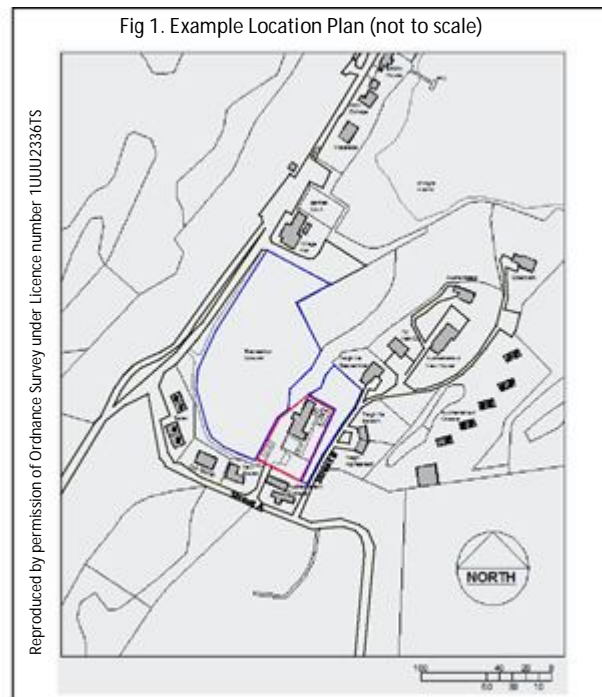
3. <u>What plans are needed?</u>

Please note that all plans must be drawn to a recognised metric scale.

3.1 <u>Location Plan</u>

The location plan should be produced to a scale of 1:2500 and should show the following as shown in figure 1:

- o The application site boundary outlined in a solid red line and any other surrounding land under the same ownership as the application site outlined in blue (see figure 1.)

- o Surrounding road names/numbers

- o Surrounding property names/numbers

- o The direction of north clearly indicated

- o An accurate scale bar

- o An acknowledgement relating to the source of the plan

Supplementary location plans may be required for applications in rural/remote locations

Fig 1. Example Location Plan (not to scale)
Reproduced by permission of Ordnance Survey under Licence number 1UUU2336TS

3.2 Site Plan

The site location plan should be produced to a scale of 1:500 and should show the following as shown in figure 2 on the next page:

1. Application site boundary outlined in a solid red line (see figure 1.);

2. Any other surrounding land under the same ownership as the application site outlined in a solid blue line;

3. The direction of north clearly indicated ;

4. An accurate scale bar;

5. An acknowledgement relating to the source of the plan;

6. General access arrangements, car parking and open areas around the buildings;

7. The accurate footprint/roof plan profile of all existing and proposed buildings/structures located on the site with appropriate annotation and dimensions;

8. Areas of hard and soft landscaping ;

9. Written dimensions showing distance from any part of your proposals to the site boundaries;

10. Connection to an existing private water supply or new private water supply;

Fig 2. Example Site Plan (not to scale)
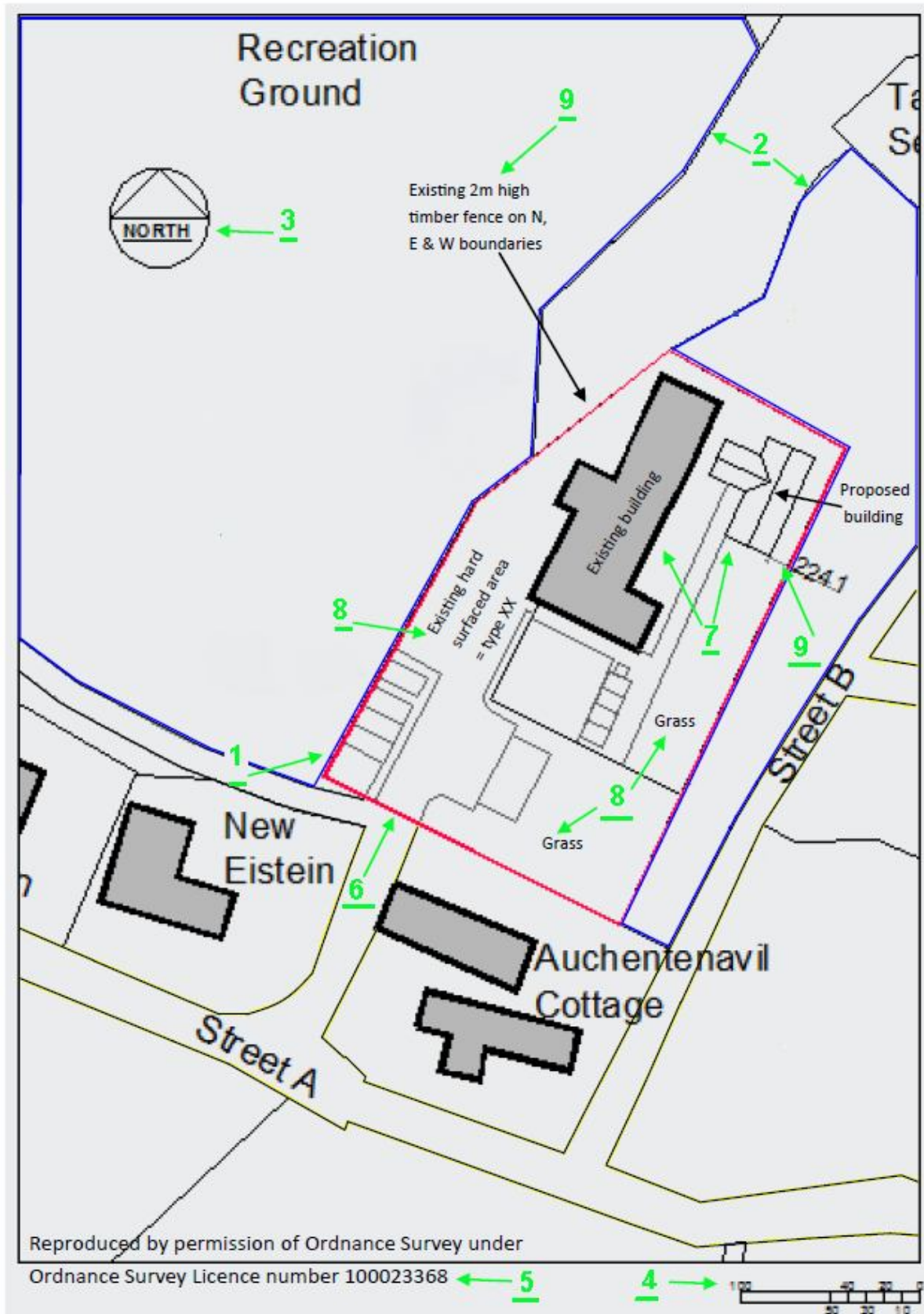
The **GREEN** numbers above should be cross referenced with the list of potential requirements noted on the previous page. Please note that not all items listed on the previous page are included in the example above.

3.1 **Proposals involving new/altered vehicular access**

Where your proposals include either alterations to an existing access or 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 as shown on the location and site plans. An example is shown in the sketch below:
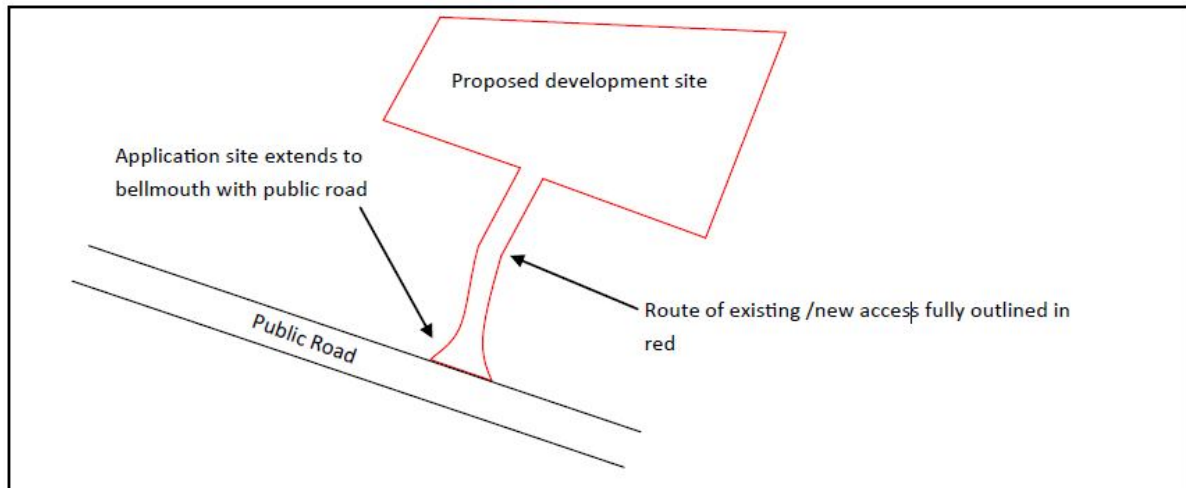
Where it is not practical for the full extent of the application site to be shown in full, we will require as a minimum, a separate site plan covering the bellmouth area where it is proposed to join the public road. An example is shown in the sketch below:
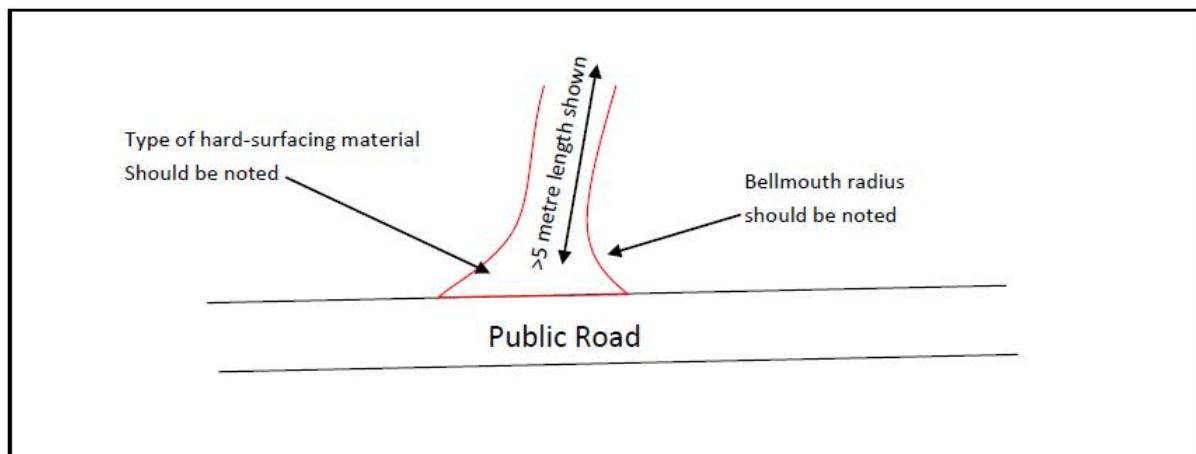
3.2 Proposals involving a new private water supply and/or drainage arrangements

Proposals which include a new private water supply and/or drainage arrangements should also be indicated on the site and location plans.

Applicants will be required to provide a National Grid Reference for each supply source and mark the supply (and all works associated) e.g. the source, holding tank and supply pipe, accurately on the application plan.

An example is shown in the sketch below:
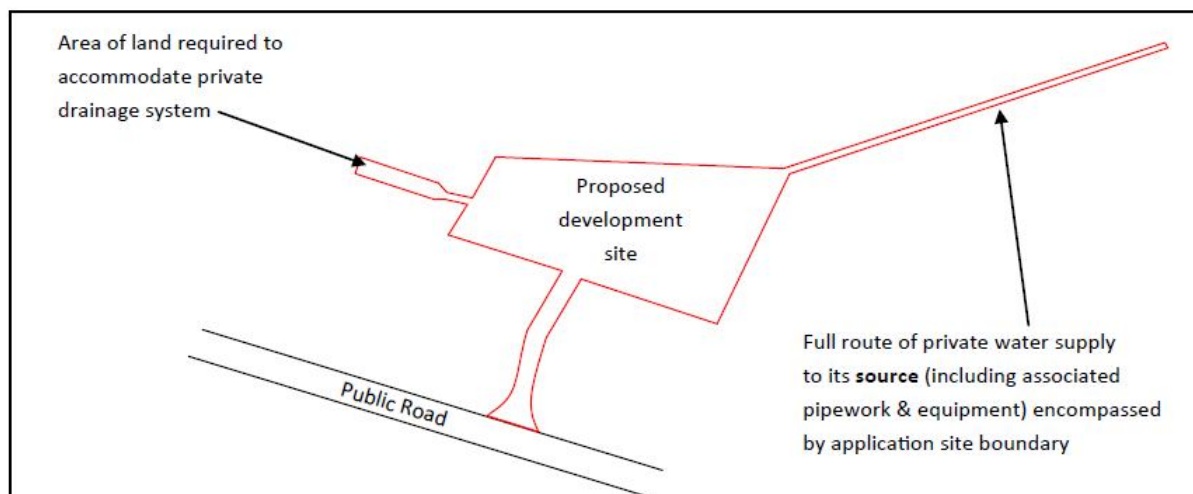
Most types of application require other plans necessary to make the application valid, these include the following:

3.3 Other drawings

Existing & proposed elevations

These should be at a scale of 1:50 or 1:100 and should show:

o The proposed works in relation to what is already there;
o All effected elevations;
o The proposed building materials and the style, materials and finish of windows and doors;
o Include blank elevations (if only to show that that this is the case);
o 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 of each property.

Existing and proposed floor plans

These should be at a scale of 1:50 or 1:100 and should:

- o Give details of the existing and proposed use of each room;
- o Show where existing buildings or walls are to be demolished;
- o Show details of the existing building(s) as well as those for the proposed development;
- o Show new buildings in context with adjacent buildings (including property numbers where applicable).

Existing and proposed site sections and finished floor and site levels

These should be at a scale of 1:50 or 1:100 and should:

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

Roof plans

These should be at a scale 1:50 or 1:100 and should show the shape of the roof and specifying details such as the roof material, vents and their location.

4. <u>What else is required?</u>

If your application is required to be advertised for neighbour notification purposes or as a departure from the Moray Local Plan; a fee will also be required. We will advise you of this when your application is submitted and this should be paid within 14 days of the request being made.

The above sets out the minimum required to be submitted to enable an application to be registered as valid. For come complex proposals additional information may be required to be submitted in support of the application such as:

- o Traffic Impact Assessment
- o Flood Risk Assessment
- o Environmental Statement
- o Noise Impact Assessment
- o Contaminated Land Assessment
- o Drainage Assessment
- o Details of water and sewerage connections (public or private)
- o Archaeological Assessment
- o Affordable housing details/mix
- o Recycling and bin storage areas

- o Landscaping and open space details
- o Detailed access, parking and cycle parking
- o Structural survey
- o Wildlife assessments i.e. Bat/Badger/Red Squirrel survey

We advise contacting the planning department early to identify the information which will be required in support of your application. A Duty Planning Officer is available to answer general queries regarding the planning application process between 2pm and 4pm on weekdays at The Moray Council Access Point. Please note however that the Duty Planning Officer will not check the validity of a planning application at the desk. A full check will be carried out once the application has been submitted.

For major applications we have monthly pre-application meetings to enable applicants to present their proposals to officers and representatives from key agencies such as SEPA and SNH. For details please see our pre-application guidance note for major planning applications at www.moray.gov.uk.

<u>Essential Documents Checklist</u>

Planning Application Form ☑

Ownership Certificate ☑

The appropriate fee ☑

Location Plan, Site Plan and other relevant plans ☑

Pre-Application Consultation Report (Major applications only) ☑

Design statement or design and access statement (if applicable) ☑

Please note that this list is not exhaustive and you may be asked for further plans and information in order to make your application valid.

The above list relates to: Application for Planning Permission, Planning Permission in Principle, Approval of Matters Specified in Conditions, Section 42 Applications and Renewing planning permission. Other types of applications also include:

- o Listed Building Consent/Conservation Area Consent/Advertisement Consent/Hazardous Substances Consent
- o Prior Notification
- o Certificate of Lawfulness
- o Application for Tree Works

Applications forms and guidance for submitting all types of applications is available at: https://eplanning.scotland.gov.uk under 'Paper Forms'.

A duty planning officer is available to answer general queries regarding the planning application process between 2pm and 4pm on weekdays at The Moray Council Access Point or via telephone on 01343 543451.