



## DEVELOPMENT SERVICES

### DEVELOPMENT MANAGEMENT

### Guidance Note 1 - Making a Planning Application

#### Making an application

An application can be submitted online or on paper. **The preference is for applications to be submitted online as these help to process the application more quickly.** Online applications can be submitted by visiting [www.eplanning.scotland.gov.uk](http://www.eplanning.scotland.gov.uk) and forms can be downloaded if you do not want to submit your application electronically.

It is suggested that you read the associated online guidance for your chosen application form before submitting the application.

#### What information is required?

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

Most applications that are submitted are called a “**local**” application which 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](http://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 be required to accompany an application where the land the application relates to is within:

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

Please read the separate guidance note on Pre-application consultation and Design and Access Statements.

**The level of information specified in this guidance note for each type of application will be required to enable the application to be validated together with the correct application form, ownership certificate, plans and fee.**

The current scale of fees is available on the planning page [www.moray.gov.uk](http://www.moray.gov.uk).

## **What plans are needed?**

1. **Location Plan** – at a scale of 1:2500 or smaller. This must identify the land to which the proposal relates and its situation in relation to the locality and neighbouring land. The application site requires to be outlined in red with any adjoining land owned by the applicant in blue.
2. **Site Plan** - At a scale of 1:500 or smaller and should show:
  - a) the direction of North;
  - b) general access arrangements, landscaping, car parking and open areas around buildings;
  - c) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
  - d) the extent and type of any hard surfacing;
  - e) boundary treatment including walls/gates or fencing where this is proposed.

**Most types of application require other plans necessary to make the application valid, these include the following:**

### **3. Other drawings**

**Existing & proposed elevations** - at a scale of 1:50 or 1:100 which should:

- a) show the proposed works in relation to what is already there;

- b) show all sides of the proposal;
- c) indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors;
- d) include blank elevations (if only to show that this is the case);
- e) 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** - at a scale of 1:50 or 1:100 which should:

- a) explain the proposal in detail;
- b) show where existing buildings or walls are to be demolished;
- c) show details of the existing building(s) as well as those for the proposed development;
- d) 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:

- a) show a cross section(s) through the proposed building(s);
- b) 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;
- c) to include full information to demonstrate how proposed buildings relate to existing site levels and neighbouring development;
- d) 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** – at a scale of 1:50 or 1:100 to show the shape of the roof and specifying details such as the roof material, vents and their location.

## **Check list**

### **Planning permission**

- Planning application form
- Ownership certificate
- Fee
- Location plan, site plan and other plans (**see what plans do I need above?**)
- Pre-application consultation report (**major applications only**)
- Design statement or design and access statement (**if applicable see above**)
- ICNIRP declaration for telecommunications antenna

### **Planning Permission in Principle**

- Planning application form
- Ownership certificate
- Fee
- Location plan - must include the location of the access points to the site where access is to be taken from an existing road.
- Pre-application consultation report (**major applications only**)

### **Approval of Matters Specified in Conditions**

- Planning application form – describe the matter(s) for which application is being made
- Ownership certificate
- Fee
- Location plan, site plan and other plans (**see what plans do I need above?**)
- Design statement or design and access statement if applicable

### **Section 42 Applications – develop land without complying with conditions**

- Planning application form (recommended) or letter with name and address of applicant and or agent
- Ownership certificate
- Supporting statement setting out which conditions the application seeks to vary or delete
- Pre-application consultation report (**major applications only**)

### **Renewals**

- Planning application form (recommended)
- Ownership certificate
- Letter – with name and address of applicant and /or agent
- Details of original planning permission

### **Other types of Applications**

- Listed building consent, Conservation area consent, Advertisement consent and Hazardous substances consent
- Prior Notification
- Certificate of Lawfulness
- Application for Tree Works

Application forms and guidance on submitting these applications are available on line.

## **What else is required?**

**If your application is required to be advertised for neighbour notification purposes or as a departure a fee of £89 will also be required. We will advise you of this when your application is submitted and 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 some complex proposals additional information may be required to be submitted in support of the application such as:

- Traffic Impact Assessment
- Flood Risk Assessment
- Environmental Statement
- Noise Impact Assessment
- Contaminated Land Assessment
- Drainage Assessment
- Details of water and sewerage connections (public or private)
- Archaeological Assessment
- Affordable housing details/mix
- Recycling and bin storage areas
- Landscaping and open space details
- Detailed access, parking and cycle parking
- Structural survey
- Wildlife assessments i.e. Bat/Badger/Red Squirrel survey

Please contact us for an early discussion on your proposal to assist with identifying the types of information that will be required to be submitted in support of your specific application. A duty planner is available every day between 2pm and 4pm who will be able to assist you with your enquiry.

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](http://www.moray.gov.uk).