

# GUIDANCE NOTES FOR MAKING A PLANNING APPLICATION

Please read these notes carefully before completing your application form. They are provided to help you submit your planning application correctly and to avoid the need to return it to you because there is insufficient information or incomplete documentation to allow the application to be determined. This list sets out the minimum requirements to allow an application to be registered, but you should consider whether there are other, site-specific matters, that will need to be addressed in the application, such as a flood risk or traffic assessment, or, in the case of steading conversions, a protected species survey. Failure to provide such information may delay the determination of your application.

The Council encourages pre-application discussion in relation to all proposals, and you should be aware that all major planning applications will require pre-application consultation with the community.

## PLANS AND DRAWINGS

**All** applications must be accompanied by a location plan, to a scale of 1:1250 (for sites in towns or villages) or 1:2500 (for rural areas) showing exactly where the application site is. The whole of the application *site* (not just the footprint of the proposed development), including all associated land and access arrangements, should be edged in **red**, and any other adjoining land owned by the applicant should be edged in **blue**.

A minimum of **four** copies of plans, forms and any supporting documents should be submitted. We may ask for additional copies where required for consultation purposes. Copies of plans should preferably not exceed A3 in size.

The drawings must be **accurate** and to a **recognised metric scale**. These drawings should show fully and clearly what you are applying for. They must be given a distinctive reference number and must show a north point, and the scale. It would be helpful if at least one dimensioned distance is shown on each drawing, as drawings will be made available online, and may not necessarily be displayed at full size.

**Extensions and/or alterations** should be distinctively marked colour or hatching and the plan should contain a note of the materials to be used and the proposed treatment of boundaries, where these are to be changed.

The following specific requirements should also be met:

### Any Building Works

1. Site location plan as described above
2. A Site or "Block" Plan, at a scale of at least **1:500**, which should show the proposed development in relation to site boundaries and other buildings on or adjacent to the application site. This plan will also be used to illustrate access and car parking arrangements together with boundary treatments.
3. Existing and proposed drawings of all elevations of the building(s) where changes are proposed, to a scale of **1:50** or **1:100**. These should show the relationship of the proposed site to adjoining buildings.
4. Existing and proposed floor plans, to a scale of **1:50** or **1:100**
5. Details of materials, including the type and colour, proposed shown be indicated.
6. You may also decide to attach photographs, which may help to understand the proposal.
7. On larger schemes, a "street elevation" indicating new buildings in context with adjacent buildings may be required.
8. For **new** buildings, a plan indicating details of levels and gradients through the site, including finished floor levels.

### Changes of Use without any exterior building works

All plans listed under "Any Building Works" above, except for 3 (Existing and Proposed Elevations)

### Planning Permission in Principle

The content of applications for planning permission in principle will depend upon the matters for which approval is being sought, but a location plan will always be required. There is, however, a requirement to describe the access to the development, where this is not detailed in the application and accompanying documents. The Council encourages pre-application discussion on such applications, in order to be sure that additional information on critical matters, such as flood risk, design or access or traffic requirements, will not be required.

### Removal or Variation of a Condition

Other than a location plan, drawings are not normally required. However, a statement indicating the reasons for the application should be provided.

### Renewal of Permission

Drawings are not normally required. However, the submission of a full set of drawings will assist in securing a quicker decision. Note: Where the original permission has expired, a completely fresh application will be required.

## THE APPLICATION FORM

### **Question 1: Name and Address of Applicant and/or agent**

It is not necessary to employ an agent, but if one is employed, all correspondence relating to the application will be sent to them. Please ensure that the name of someone who can be contacted by telephone or e-mail is given. Scottish Borders Council is committed to the delivery of an electronic service as far as possible, and therefore the e-mail address of the applicant and/or agent should be provided. Thereafter, as much communication as possible will be undertaken electronically. **Personal contact details and signatures will not be made generally available.**

### **Question 2: Full Postal Address of the Application Site**

Please ensure that you include all of the properties affected by the applications. You should use street numbers where applicable or, in other cases, the name of the property or land so that it can be readily identified. The property address must coincide with that shown on the site location plan.

### **Question 3: Description of Proposed Development**

You should provide a full and clear description of your proposal, including the uses which are proposed. The description should be brief and you may therefore find it helpful to provide a covering statement with the application to set out more fully what is being proposed and to address any site specific issues, as well as the reasons for your application. If you are applying for permission after the development has taken place, you should make this clear.

### **Question 4: Types of Application**

Note that there is a distinct form for Householder developments. If you are proposing alterations, extensions or other alterations to your house, you should use the Householder form

(a) *Full Application*

Most applications will fall within this category. You should tick box (a) for all proposals that involve new buildings, works to existing buildings, engineering works or changes of use involving building works. Please pay particular attention to the front sheet of this Guidance Note to check what you will need to provide in support of your application.

(b) *Change of Use*

You should only tick box (b) if you require planning permission for a change of use where *no building works* are required.

(c) *Planning Permission in Principle*

An application for Planning Permission in Principle is intended to establish the acceptability of a proposal in principle without having to develop detailed proposals. Such an application may be appropriate if you are proposing to erect a new building or buildings, but a planning permission in principle will need to be followed by a further application (or applications) for approval. ***This type of application cannot be used for proposals for change of use or conversions.***

(d) *Approval of Matters Specified in Conditions*

Any conditions attached to a Planning Permission in Principle ((c) above) will need to be the subject of a formal application. You can apply to seek approval for matters in response to any or all of the conditions in a single application, as long as it is clear which conditions you are responding to.

(e) *Removal or Variation of a Condition*

You should clearly state the application reference number and condition number that you are seeking to alter. A covering statement to set out your reasons for seeking to remove or vary the condition should also be submitted.

(f) *Renewal of Limited Period Permission*

If you have already been granted permission, subject to a condition that the use should be ceased or buildings removed (or both) within a specified timescale and would like to extend the period, you should tick box (f). You should clearly state the application reference number and condition number that you are seeking to alter.

*(g) Renewal of Unimplemented Permission*

You should tick box (h) only where you wish to renew a permission that has not been implemented within the specified period. Note: You can only use this box if the previous permission has not already expired. Where the earlier permission has expired, you will need to use box (a).

**Question 5: Applications for Matters Specified in Conditions**

You should provide the application reference number of the Planning Permission in Principle (PPP). If you are applying to have all matters specified in conditions in the PPP determined at once, tick the "All Conditions" box. Alternatively, use the larger box to list the numbers of the conditions you are seeking approval for. If you are not seeking approval for all conditions in your application, you will need to make a further application for any outstanding conditions.

**Question 6: Pre-Application Discussion and Consultation**

Note here whether you have discussed the proposal you are applying for with the Planning Department at Scottish Borders Council. If you have a written response from the department, it may be helpful if you can provide a copy with your application.

If your application falls into the category of **major** applications, you will need to carry out Pre-Application Consultation before you submit your application. Further advice on this process can be found on the Council's website. Once complete, you should provide a copy of a Pre-Consultation Report with your application.

Major applications include **any** proposal whose site area exceeds two hectares and/or is listed in Schedule 1 of the Environmental Impact Assessment (Scotland) Regulations 1999, as well as proposals involving:  
the erection of 50 or more houses; business applications where the area of any buildings exceeds 10,000 square metres; an electricity generating station of 20 or more megawatts capacity; waste management facilities exceeding 25,000 tonnes per annum capacity or more than 50 tonnes per day sludge treatment; and transport or infrastructure developments exceeding eight kilometres in length. Certain buildings over 5000 square metres may also be considered "major". You are advised to contact the Council's Planning Service for further guidance.

**Question 7: Site Area**

You must answer this question if your application is for planning permission in principle, or involves the erection or extension of a building, the change of use of land, or the carrying out of engineering works on land. You need not answer this question if your proposal involves only minor works (for example, a new shopfront) or only the change of use of a building.

**Question 8: Land Ownership**

Pay particular attention to the guidance given on the front page of this guidance note regarding the manner in which land ownership should be indicated on the submitted drawings.

**Question 9: Existing and Proposed Uses**

This section should be completed for all applications proposing a change of use and for proposals for new building works that result from the creation of additional floorspace.

**Question 10: Commerce and Business**

This section must be completed in relation to all new commercial developments or changes of existing buildings to commercial use. Floorspace should be given as gross space in square metres.

**Question 11: Car Parking**

You should only include those spaces that fall within the application site and which are under the direct control of the applicant.

**Question 12: Accesses and Rights of Way**

Tick any boxes that apply to your proposal.

### **Question 13: Trees**

Tick whichever box applies. You should accurately show the species, position and spread of trees on your plans, and state which, if any, are to be lopped or felled.

### **Question 14: Drainage and Water Supply**

Complete this section where new buildings or changes of use are proposed.

### **Question 15: Materials**

Please specify all external materials and finishes that you propose to use on any new buildings or extensions.

### **Question 16: Additional Information**

Use this section to provide as much information as you feel is necessary to support your application. If there is insufficient space on the form, you can submit a supporting statement or covering letter.

### **Question 17: Declaration**

Please ensure that all of the information you have provided is correct, and do not forget to sign the form. You should not sign the form unless you have provided the correct fee and sets of plans and drawings. Equally, you should not sign the declaration unless you have provided a Design and Access Statement or Pre-Application Consultation Report, if your application requires it.

## **DESIGN AND ACCESS STATEMENT**

Certain applications will need to be accompanied by a statement explaining the design principles and concepts that have been applied in the formulation of the scheme, and how issues relating to access to the development for disabled people have been dealt with. **All** major development will require a design and access statement. **Any** application located within a conservation area, historic garden or designed landscape, National Scenic Area, the site of a scheduled ancient monument or the curtilage of a Category A Listed Building will require a Design Statement only. A statement will **not** be required for applications relating to conditions or for applications for change of use, for applications for Planning Permission in Principle or for applications seeking permission for engineering or mining operations. Separate Guidance on Design and Access Statements is available from the Council and on our website.

## **CERTIFICATE TO ACCOMPANY ALL PLANNING APPLICATIONS**

**All** planning applications must be accompanied by a certificate which gives details of the ownership of the site on which permission is being sought. In all cases, an owner includes anyone with a lease on the land that has at least seven years left to run.

### **Certificate A**

Tick one box only. You may tick the first box **only** if you are the *sole* owner of the *whole* of the application site. If you are not the owner of all of the land, you must tick the second box, and notify any other owners or lessees (as described above). Even if you are the owner of the site, you should inform anyone with a lease on the land which has at least seven years left to run.

### **Certificate B**

Tick one box only. You should tick the first box if none of the land to which the application relates forms part of an agricultural holding. If the site *does* form part of an agricultural holding, you should tick the second box and serve a notice on any owners or tenants of that agricultural holding. You should only submit the application once you have completed this notification.

If you do not know who the site owners or tenants are, you should contact the Planning and Building Standards Section for further advice before submitting your application.

You should sign both Certificates.