



Infrastructure Services Department
Shetland Islands Council

PRIOR NOTIFICATION FOR

AGRICULTURAL BUILDINGS

Notes For Guidance

Development Management Service
Infrastructure Services Department
Grantfield
Lerwick
ZE1 0NT

Telephone (01595) 744800
Fax (01595) 744804
9.00am - 5.00pm Mon - Thurs
9.00am - 4.00pm Friday

Before completing this form, it is advisable to make an appointment to discuss your proposal with the Development Management Section as you may not require permission. However, it should be noted that any comments are informal officers comments only and are made without prejudice to the formal consideration of any application by the Council or its Committees.

The information contained in submitted forms and in associated plans/statements will be recorded electronically and may be made available on the internet. Information will be disclosed only in accordance with the requirements of the Town and Country Planning (Scotland) Act 1997 or otherwise as required by law, including to other agencies for the purposes of determining the application.

NOTES FOR GUIDANCE

Prior Notification For Agricultural Buildings

These notes have been prepared to help you fill in the Prior Notification form. If you need any more help please contact the council's planning staff.

(NOTE: INCOMPLETE/INCORRECT APPLICATIONS CANNOT BE ACCEPTED, WHICH MAY DELAY YOUR PROPOSALS).

1

Applicant's Name only

2

Name and Address of Farm and Occupier

If the application site is different from your home address given you should clearly state the full address of the application site, including the postcode and an Ordnance Survey grid reference in the case of a rural application. If the site has no address, please give a written description which will allow people to identify it.

You should also clearly outline the land to which the application relates in RED and outline any adjoining land you own in BLUE. You should also give details of the occupier.

3

Description of Development

Please give details of the proposed use of the building.

4

Dimensions

Please give details in metres of the height, length and breadth of the proposed building.

5

External Materials

Please give details of the external materials and colours of the building.

6

Drainage

Please give details of the proposed method of foul and surface drainage.

7 DECLARATION

You should check that you have completed all questions.

Checklist

Plans

For **all** applications, **4** sets of a location/site plan must be submitted. They should preferably be Ordnance Survey based of scale 1:1250 or 1:2500, and include a NORTH point. The land to which the application relates must be outlined in RED and any other adjoining land you own in BLUE.

You also require **4** sets of detailed drawings drawn accurately, preferably to the scale of 1:50 or 1:100, and including a NORTH point.

Application Fee

You will usually be required to pay a fee when submitting your application. A fee scale is included.

You should then sign and date the notification form, and send or deliver it, together with all the necessary plans, drawings and fee to the Infrastructure Services Department, Grantfield, Lerwick, Shetland, ZE1 0NT.

IMPORTANT: ANYONE WHO KNOWINGLY OR RECKLESSLY MAKES A FALSE DECLARATION IS LIABLE, ON CONVICTION, TO A FINE OF CURRENTLY UP TO £2,000

WHERE SHOULD I SUBMIT MY NOTIFICATION?

You should submit the completed form, together with the necessary plans (4 copies), drawings and fee to:

Infrastructure Services Department, Shetland Islands Council, Grantfield, Lerwick, Shetland, ZE1 0NT.

The fee for planning applications vary, details of current fee scales are included in the application pack. Cheques should be made payable to "Shetland Islands Council".

It is advisable to make copies of your application for your own information.

WHAT HAPPENS NEXT?

Once the Development Management Service receives your notification, it will be checked to ensure that the forms have been completed correctly, that there are the correct number of plans, and that the correct fee has been paid.

If for some reason, the notification is not complete, it cannot be processed and we will write to tell you what you must do.

If your notification is complete, you will receive an acknowledgement letter. This will tell you the name of the officer dealing with your application form, and a reference number which you should quote in all future correspondence with the Development Management Section.

The authority has 28 days from the receipt of the notification to respond. Work cannot begin within the period of 28 days from the date on which the authority received your notification unless indicated in writing. If you receive no response within this 28 day period, the development can proceed exactly as notified.

If informal discussions take place with the Development Management Section and the original proposal is modified by agreement, there is no requirement to re-notify. The Development Management Section will give written approval to the modification to make it clear that the modified proposals can proceed.

If the Development Management Section indicate within the 28 day period that they require the formal submission of details for approval, work cannot begin until details have been approved.

YOUR STATUTORY RIGHTS

If you feel that the council has failed to follow the correct procedures and that you have therefore suffered an injustice, you may ask the Local Government Ombudsman to investigate the matter. You should contact the Commissioner for Local Administration, 23 Walker Street, Edinburgh, EH3 7HX.