

Infrastructure Services Department  
Shetland Islands Council  
**Planning Application**

FOR OFFICIAL USE ONLY

Reference No:

Associated Application No:

Registration Date:

TOWN & COUNTRY PLANNING (SCOTLAND) ACT 1997, AS AMENDED BY THE PLANNING ETC (SCOTLAND) ACT 2006. TOWN & COUNTRY PLANNING (HAZARDOUS SUBSTANCES) (SCOTLAND) ACT 1997.

(PLEASE READ THE NOTES FOR GUIDANCE BEFORE COMPLETING THIS FORM. IT IS IMPORTANT THAT THIS FORM IS COMPLETED CORRECTLY TO AVOID DELAYS IN PROCESSING).

Separate forms must be completed for applications for House Alterations and Extensions, Listed Building Consent, Conservation Area Consent, Advertisement Consent and other categories of application.

**1** I/We Apply To The Council For: Please tick relevant box

Full Planning Permission (FPP)  Renewal of Temporary Permission

Planning Permission in principle (PPP)  Variation of a planning condition(s)

Approval of matters specified in conditions (AMC)

Reference number(s) of previous planning application(s)/permission(s) (if known) \_\_\_\_\_

Reference number(s) of proposal of Application Notice(s) (if applicable) \_\_\_\_\_

Have there been any pre-application discussions with planning? YES  NO

If yes, what type:

Telephone Letter Meeting:

Pre-application officer's name:

**2** The Application is considered to be a:

National Development  Major Development  Local Development

**3** Applicant's Name only:

**4** Address or Location of Proposed Development *please include postcode*

POSTCODE \_\_\_\_\_

**5** Existing Use of Land and/or Buildings *please give details*

**6** Description of Proposed Development *please specify what is being proposed*

## 7 Residential Development

Number of dwelling houses proposed \_\_\_\_\_ Site Area (hectares) \_\_\_\_\_

## 8 Commercial/Industrial Development

|   | Existing       | Proposed        |
|---|----------------|-----------------|
| (a) Site Area (gross)                         | _____ hectares | _____ hectares  |
| (b) Manufacturing/Production area             | _____ sq m     | _____ sq m      |
| (c) Storage Area                              | _____ sq m     | _____ sq m      |
| (d) Office/Ancillary Area                     | _____ sq m     | _____ sq m      |
| (e) Retail (Net Floor Area)                   | _____ sq m     | _____ sq m      |
| (f) Intended hours of Operation               | _____ hrs      | _____ days      |
| (g) Types of vehicles and number of movements | No: _____      | Type: _____     |
| (h) Present and proposed staff numbers        | Present: _____ | Proposed: _____ |

## 9 Proposed Access Arrangements

Please tick relevant boxes and note that such details are required for PPP applications

**Do you intend to:**

|                            |                          |
|----------------------------|--------------------------|
| improve an existing access | <input type="checkbox"/> |
| use an existing access     | <input type="checkbox"/> |
| form a new access          | <input type="checkbox"/> |

## 10 Parking

Number of existing parking spaces on site \_\_\_\_\_ Number of additional parking spaces proposed \_\_\_\_\_

## 11 Proposed Drainage Connections

Please tick relevant boxes

Drawings indicating whether disposal method proposals are new or as existing should be submitted including location of outfalls, connections etc.

(a) **Foul Drainage**

|                                  |                          |                                     |                          |
|----------------------------------|--------------------------|-------------------------------------|--------------------------|
| to public sewer                  | <input type="checkbox"/> | to existing septic tank             | <input type="checkbox"/> |
| to new septic tank with soakaway | <input type="checkbox"/> | to new septic tank with sea outfall | <input type="checkbox"/> |

(b) **Surface Water** - Please give full details and drawings

|              |                          |                             |                          |
|--------------|--------------------------|-----------------------------|--------------------------|
| Public Sewer | <input type="checkbox"/> | Sustainable drainage system | <input type="checkbox"/> |
| Other        | <input type="checkbox"/> |                             |                          |

**12**

**Proposed External Building Materials And Colour Finishes**

Outside walls and roof covering

Parking areas/Driveway surface

Landscaping

Windows / Doors

Boundary treatment (fences, walls etc.)

**13**

**Hazardous Materials**

Does the proposal involve the use, storage or manufacture of hazardous materials? **Yes**  **No**

If the proposal involves the use, storage or manufacture of any “hazardous materials” (such as liquified Petroleum Gas, Hydrogen, Liquid Oxygen, or any explosive) please give details and the quantities in a covering letter.

**14**

**Any other particulars to which the applicant wishes to draw attention**

(Article 8(8), Town & Country Planning (General Development Procedure)(Scotland) Order 1992)

You must fill in an appropriate certificate of land ownership.

If you do not own all of the land or property to which this application relates, you must notify all the owners and agricultural tenants at the same time as submitting this form.

If you are unable to identify relevant parties then please contact the Development Management Service within the Planning Service by using the details at the end of this form.

**A** I hereby certify that: Please tick **one** box

- 1. 21 days before the date of this planning application, the applicant owned **all** the land to which this application relates.
- or**
- 2. The applicant has given notice to all persons who, 21 days before the date of this planning application, owned any part of the land to which it relates. They are:

| NAME OF OWNER | ADDRESS | DATE NOTIFIED |
|---------------|---------|---------------|
|               |         |               |

**B** I further certify that: Please tick **one** box

- 1. 21 days before the date of this planning application, none of the land formed part of an agricultural holding
- or**
- 2. The applicant has given notice to every person who, 21 days before the date of this application, was a tenant of an agricultural holding, any part of which formed part of the application site. These persons are:

| NAME OF TENANT | ADDRESS | DATE NOTIFIED |
|----------------|---------|---------------|
|                |         |               |

**or**

- 3. The land forms part of an agricultural holding, but there are no tenants.

## 16 CHECKLIST

### Checklist *Please tick all relevant boxes*

- I enclose 4 copies of this form
- I enclose 4 sets of the necessary plans and drawings
- I have completed and enclosed the landownership certificates
- I enclose the necessary fee of £ \_\_\_\_\_
- I enclose 4 copies of a pre-application consultation report (if necessary)
- I enclose 4 copies of a design statement (if necessary)
- I enclose 4 copies of a design and access statement (if necessary)

  
  
  
  
  
  

**Your application cannot be registered until all these documents and fee are received.**  
Failure to submit a PAC report when necessary will result in the application being returned.

Receipt No.

## 17 Applicant's Details

NAME  
ADDRESS

Please tick the box if the applicant is an Elected   
Member of Shetland Islands Council

POSTCODE  
TELEPHONE  
FAX  
EMAIL

## 18 Agent's Details

NAME  
ADDRESS

Please tick the box if the agent is an Elected   
Member of Shetland Islands Council

POSTCODE  
TELEPHONE  
FAX  
EMAIL

## 19 Contact Details

NAME  
ADDRESS

POSTCODE  
TELEPHONE  
FAX  
EMAIL

## 20 Declaration

You should check that you have completed questions 1-13 and the Land Ownership Certificates correctly.

You should now sign the declaration below.

**I HEREBY CERTIFY THAT THE INFORMATION GIVEN BY ME IN THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Signature of applicant/agent (delete where inappropriate) \_\_\_\_\_

Date \_\_\_\_\_

**IMPORTANT: ANYONE WHO KNOWINGLY OR RECKLESSLY MAKES A FALSE DECLARATION IS LIABLE, ON CONVICTION, TO A FINE OF CURRENTLY UP TO £2000.**

### **Completed applications should be sent to:**

Shetland Islands Council  
Planning  
Infrastructure Services Department  
Grantfield  
Lerwick  
Shetland  
ZE1 0NT

**Telephone:** 01595 744800

**e-mail:** [planningcontrol@shetland.gov.uk](mailto:planningcontrol@shetland.gov.uk)

**Visit:** [www.shetland.gov.uk](http://www.shetland.gov.uk)