



Householder Planning Application

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

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

For applications for Flat/House Alterations and Extensions, Domestic Garages, Driveway/Access, Boundary Fences/Walls, Satellite Antennae, but **excluding** New Houses and applications for Conservation Area Consent and Advertisement Consent.

1 Applicant's Name only

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

Postcode _____

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

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

If yes, what type:
 Telephone Letter Meeting
 Pre-application officer's name

Ref numbers: _____

4 Are there any trees on the site or near its boundaries? YES NO
 (If yes, show their canopy boundaries on your SITE LAYOUT PLAN).

How do you intend to drain foul sewage from the site? _____ How do you intend to drain surface water off the site? _____

Do you intend to make or alter an access onto a public road? YES NO

Do you intend to make a new connection to the public water supply? YES NO

5**Proposed External Building Materials And Colour Finishes**

Outside walls and roof covering _____
 Parking areas/Driveway surface _____
 Landscaping _____
 Windows/Doors _____
 Boundary treatment (fences, walls etc.) _____

6 LAND OWNERSHIP CERTIFICATE

IF YOU DO NOT OWN ALL OF THE LAND OR PROPERTY TO WHICH THIS APPLICATION RELATES, YOU MUST NOTIFY ALL THE OWNERS AT THE SAME TIME AS SUBMITTING THIS FORM. YOU MUST FILL IN AN APPROPRIATE CERTIFICATE OF LAND OWNERSHIP (Artical 8(8), Town & Country Planning (General Development Procedure) (Scotland) Order 1992)

(Please Read the Notes for Guidance Carefully Before Completing This Certificate).

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 to which this application relates formed part of an agricultural holding.
- or**
2. The applicant has given notice of this planning application 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 land to which this application relates. These persons are:

NAME OF OWNER	ADDRESS	DATE NOTIFIED

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

7 CHECKLIST

Checklist Please tick all boxes

For official use only

- I enclose 4 copies of this form
- I enclose 4 sets of the necessary plans and drawings
- I have completed the land ownership certificates
- I have enclosed the necessary fee of £

Your application cannot be registered until all these documents and the fee are received

Receipt No.

8 Applicant's Details

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

NAME
ADDRESS

POSTCODE
TELEPHONE
EMAIL

FAX

9 Agent's Details

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

NAME
ADDRESS

POSTCODE
TELEPHONE
EMAIL

FAX

10 Contact Details

NAME

TELEPHONE
EMAIL

11 DECLARATION

You should check that you have completed questions 1-5 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 as appropriate) _____

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

Visit: www.shetland.gov.uk