



# Planning Application

## TOWN & COUNTRY PLANNING (SCOTLAND) ACTS

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

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

Full Planning Permission	<input type="checkbox"/>	Renewal of Temporary Permission	<input type="checkbox"/>
Outline Planning Permission	<input type="checkbox"/>	Variation of a planning condition(s)	<input type="checkbox"/>
Approval of <b>Reserved Matters</b> <i>(following outline permission)</i>	<input type="checkbox"/>		

Date and reference number of previous permission \_\_\_\_\_

Have there been any pre-application discussions? If so, please note references of correspondence/dates of meetings with officers names etc.

**2 Applicant's**

NAME  
ADDRESS

POSTCODE  
TELEPHONE  
FAX  
EMAIL

**3 Agent's** *(if applicable)*

NAME  
ADDRESS

POSTCODE  
TELEPHONE  
FAX  
EMAIL

**4 Address or Location of Proposed Development**

Postcode \_\_\_\_\_

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

**6 Description of Proposed Development**

**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	_____ sq m	_____ sq m
(f) Intended hours of operation		
(g) Types of vehicles and number of movements		
(h) Present and proposed staff numbers		

**9****Proposed Access Arrangements** *Please tick relevant boxes*

Do you intend to:

use an existing access  improve an existing access

form a new access from a public road

**10****Parking**

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

**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  to existing septic tank

to new septic tank with soakaway  to new septic tank with sea outfall

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

Public sewer  Sustainable drainage system

Other

**12****Hazardous Materials**

Do the proposals involve the use, storage or manufacture of hazardous materials Yes  No

If yes, please give details

**If you are in any doubt please check with the Planning Control Section**

# NEIGHBOUR NOTIFICATION CERTIFICATE

AT THE SAME TIME AS SUBMITTING YOUR PLANNING APPLICATION, YOU **MUST** NOTIFY THOSE WITH INTERESTS IN NEIGHBOURING LAND USING THE NOTICE PROVIDED.

**A** I hereby certify that:

Please tick the **relevant** box(es)

1. There are no neighbours that have to be notified.
2. The applicant has given notice to the neighbours listed below in section **B**, together with a plan showing the location of the proposed development.

**B** The applicant has given notice to the following persons:

## 1. Domestic Property

Address

1. The Owner:

The Occupier:

2. The Owner:

The Occupier:

3. The Owner:

The Occupier:

4. The Owner:

The Occupier:

5. The Owner:

The Occupier:

## 2. Non-Domestic Property

1. The Owner:

The Lessee:

The Occupier:

2. The Owner:

The Lessee:

The Occupier:

3. The Owner:

The Lessee:

The Occupier:

4. The Owner:

The Lessee:

The Occupier:

Please continue on another sheet as necessary and attach it to the application form

## 14 LAND OWNERSHIP 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 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

## 15 DECLARATION

**Checklist** *Please tick all boxes*

- I enclose **4** sets of the necessary plans and drawings
- I have completed the neighbour notification certificate (Section 13)
- I have completed the land ownership certificate (Section 14)
- I have enclosed the necessary fee of £ \_\_\_\_\_

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

*Please check that you have completed questions 1-12 and the Neighbour Notification and Land Ownership Certificates correctly.*

*Details and drawings submitted with this application form will be added to the register, held on a computer database and this information will be available to the public and other users of the service.*

**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 £2,000.**