

Validation Checklist – Shetland Islands Council



The checklist below outlines the information needed to verify your application. Every application must satisfy the following requirements:	Application Type						
	Planning Permission	Listed Building Consent	Conservation Area Consent	Advertisement Consent	Prior Notification	Certificates of Lawfulness	Renewal of Consents
<ul style="list-style-type: none"> All documents must be clear, precise, and measurable. Plans must use a recognised metric scale and include a scale bar. Drawings or measurements in imperial units will not be accepted. Any drawing marked "do not scale" will be rejected. Each form must be fully completed, signed, and dated, except for electronic submissions, where signatures are not required. All applicable fees must be paid upon submission. All retrospective applications incur an addition 25% fee 							
Application Form – This must include a description of the proposal, the site address, and the name and address of both the applicant and any agent (if applicable). Applicant details must be provided directly and not listed as 'c/o agent'.	X	X	X	X	X	X	
Land Ownership Certificate	X	X	X				X
Application Fee – Please see our Fee Guidance and ePlanning Fee Calculator	X			X	X	X	X
Location Plan – This must be drawn to a scale of 1:1250 or 1:2500. The application site must be outlined with a continuous RED line and should clearly identify the site in relation to surrounding land, including to the nearest public road. Any additional land or croft land owned or controlled by the applicant should be outlined in BLUE. The plan must include a north point and display the correct Ordnance Survey (OS) licence.	X	X	X	X	X	X	
Existing & Proposed Block Plan – This must be drawn to a scale of 1:500 or 1:200 and should illustrate the site layout, including a north point. Where applicable, it should show proposed buildings, hard surfaces, boundary treatments, car parking, access, open spaces, trees, and planting areas. It is also helpful to indicate ground and finished floor levels as well as the location of the datum point. All surface water drainage connections should include a 20m buffer. Note: This plan is only required if the proposed changes involve any groundworks within the building's curtilage.	X	X	X	X	X	X	
Existing & Proposed Floor Plans – These should provide detailed illustrations of the proposal, including existing buildings or walls that are to be demolished. The plans must clearly depict both the current structures and all elements of the proposed development that consent is required for (buildings, decking, Air Source Heat Pump, Solar Panels etc), and include a north point.	X	X	X		X	X	
Existing & Proposed Elevations – All elevations must be provided and labelled North, South, East or West, including details of finishes and materials, with an accurate scale bar and written dimensions showing height to eaves and ridge and overall length and breadth.	X	X	X	X	X	X	
Existing & Proposed Sections and Finished Floor Levels – These should include sections through the proposed building(s) and site, illustrating any changes in ground levels. Where	X						

possible, level changes should reference finished floor details in relation to a fixed datum point.							
Roof Plans – If changes to the roof are proposed, a plan must be provided showing the roof's shape, including details of the roofing materials, vents, and their locations.	X	X			X		
Details of any other structure or feature (if applicable)	X	X					
Additional Details which may also be required:							
Sustainable Drainage and Flooding Information							
Road, Access and Parking Information	X						
Biodiversity Information							
Noise Information							
Additional Details Maybe Required for proposals affecting Listed Buildings or within a Conservation Areas:							
Window and Door Details – These should be provided at a scale of 1:20, including 1:1 details of astragals, if applicable.	X	X					
Manufacturer's Specifications – These should be provided for any proposed rooflights, solar panels, flues, or similar installations.	X	X					
Structural Engineer's Statement – This is required if the proposal involves the demolition of all or significant parts of the building.		X	X				
Design Statement – Generally required for developments within a National Scenic Area, unless the application relates solely to: an alteration or extension to a building; the erection of a domestic outbuilding; change of use; variation of condition(s); an engineering or mineral operation; or Planning Permission in Principle (which will require alternative supporting information).	X						
Access Statement – This must include a written statement regarding access to the building for disabled people, particularly if the application involves changes to the means of access.		X					