



# MINERALS APPLICATION FORM

## Notes For Guidance

### For Mining, Quarrying, Peat Extraction, Landfill etc.

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9.00am - 5.00pm Mon - Friday

**Before you submit your application it is advisable to make an appointment and discuss your proposals with the Planning Control Section. 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.**

# NOTES FOR GUIDANCE

## Applications for Planning Permission

These notes have been prepared to help you fill in the minerals application form. If you need any more help or are unsure if planning permission is required, please contact the Council's planning staff. Please note that you need a separate application form if a building warrant, listed building consent, conservation area consent or advertisement consent is required.

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

### 1 **Type Of Application** *If unsure which type is appropriate then please contact the Planning Control Section.*

**Full** - needed for change in the use of land or buildings, or to carry out building, engineering or other works.

**Outline** - where you wish to see if the proposed development is acceptable in principle before preparing detailed drawings. You should provide as much detailed information as possible. Usually only used for substantial developments and not applicable for change of use applications.

**Reserved Matters** - submission of the details following consent for outline application. \*

**Renewal** - to renew/extend a previous permission before it expires.\*

**Modification** - where unwilling/unable to comply with a material condition attached to a previous consent.\*

\* **As this application relates to a previous planning consent, it is important to state the date and reference number.**

### 2 **Applicant's Name and Address**

Please give your full name and address, including your postcode and, if possible, a daytime telephone number.

You may also give other contact details such as fax or email.

### 3 **Agent's Name And Address**

You may decide to employ an agent, such as an architect, surveyor, builder, or a planning consultant to prepare the drawings and complete these forms for you. This is preferable, especially for more complex applications. If this is the case, all correspondence from the Planning Control Section will be sent to the agent.

Please give the name, address and phone number of the firm or company, and the individual dealing with this application.

### 4 **Address or Location of Proposed Development**

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 location. 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 on a location plan (preferably Ordnance Survey based) and outline any adjoining land you own in BLUE.

### 5 **Existing Use of Land and/or Buildings**

Describe the existing use of the buildings or land. If used for more than one purpose, please give details.

If unused, please say so and state last known use and, if known, the date on which use ceased. Plans should clearly indicate existing buildings.

### 6&7 **Description of Proposed Development**

You should clearly state the proposed use(s) and/or work to be carried out, "see plans" is **not** sufficient.

Where a change of use is involved, the present and proposed use must be included in the description.

The description should fully and accurately reflect the nature of the development, and failure to do so may result in your application being delayed. You should also submit a supporting statement, giving details of the proposals.

If you are in doubt, please contact the Planning Control Section. Telephone 01595 744293

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This section must be completed, "see plans" is not sufficient.

You should calculate the floorspace based on the external dimensions of the building.

Please give all measurements in hectares or square metres as appropriate.

It is essential that you state both the existing and proposed hours of operation, vehicle movements and staff numbers.

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### **Proposed Access Arrangements**

Where you intend to alter or form a new pedestrian/vehicular access to the site, details should be included with the submission.

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### **Parking**

Please indicate the existing number of parking spaces on site (if any), and the number of additional spaces proposed for the development.

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### **Proposed Drainage Connections**

This section must be completed even if your application is only for outline planning permission.

Please tick the relevant boxes to indicate how you intend to dispose of foul and surface water from the proposed development.

If septic tanks are involved, please contact the Planning Control Service for a guidance note on requirements.

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### **Hazardous Materials**

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. If you are in doubt, please contact the Planning Control Service. Telephone (01595) 744293.

You may need to apply for a separate Hazardous Substances Consent.

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These sections should be completed to allow full assessment of your proposals by the Planning Control Service and the public.

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It is important that full details, written and in plan form, are submitted to show the intended restoration of the site.

## 24 NEIGHBOUR NOTIFICATION CERTIFICATE

You are **legally** required to complete parts A and B of the neighbour notification certificate as part of your application for planning permission. If you do not, your application will not be processed.

### Completion Of The Certificate

You must complete the NEIGHBOUR NOTIFICATION CERTIFICATE, as follows:

Part A - tick the appropriate box(es)

Part B - list the addresses (and names if known) of those properties which you have notified. Continue on additional sheets if necessary.

You should indicate which properties have been notified, on your location plan..

**Please read the notes below. They will help you to work out which neighbours you need to notify and how to do it.**

### Which Neighbours Must I Notify?

You **must** notify:

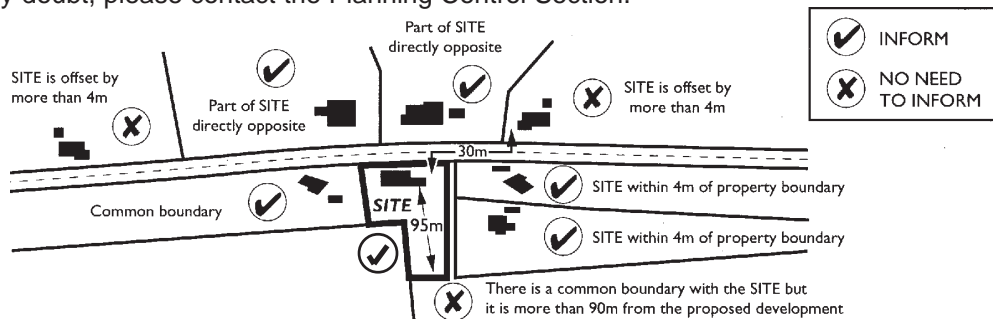
- (1) any land or buildings which share, or lie within 4m of, a boundary of the land for which your development is proposed (ignore any road 20m or less in width when measuring the 4m);
- (2) **where your proposed development is in a sub-divided building (eg a tenement) and neighbouring land does NOT consist of a sub-divided building** - all parts of the building joining or within 4m of your part, plus all parts of the building directly above or below your part and those parts. (1) above also applies;
- (3) **where your proposed development is NOT a sub-divided building (eg a tenement) but neighbouring land consists of a sub-divided building** - only parts of the sub-divided building which are adjoining or within 4m of the boundary of the land for which your development is proposed, plus all parts of the building directly above and below those parts;
- (4) **where the proposed development is in a sub-divided building (eg a tenement) AND neighbouring land also consists of a sub-divided building** - follow (2) and (3) above.

**Do not notify where:**

- (1) a road wider than 20m separates neighbouring land from the land for which your development is proposed; or
- (2) there is at least 90m between the proposed development and the boundary with neighbouring land.

The diagram below should help you work out which properties and land need to be sent neighbour notices.

If you are in any doubt, please contact the Planning Control Section.



### How Do I Notify The Neighbours?

To do this you should send out or deliver:

1. a completed copy of the **NOTICE TO OWNERS, AGRICULTURAL TENANTS AND NEIGHBOURS** form provided with this application pack.
2. a copy of a **location plan** showing the site of the proposed development

The location plan must clearly show the position of any existing buildings, new buildings, plant, machinery, roads or access. For outline applications it is sufficient to show site boundaries and access only.

- If the neighbouring property is **DOMESTIC** (a house/flat), **2** copies of the **NOTICE TO NEIGHBOURS** and location plan must be sent, one addressed to "The Owner" and the other to "The Occupier".
- If the neighbouring property is **NON-DOMESTIC** (any property other than a house/flat or its garden ground), **3** copies of the **NOTICE TO NEIGHBOURS** and location plan must be sent. You should consult the Valuation Roll for names and addresses of the owner, lessee and/or occupier. If you cannot find this information, the notices should be addressed to "The Owner", "The Lessee" and "The Occupier" and sent to the neighbouring property.

**Recorded Delivery is the preferred method of sending out notices since the receipt provides proof of delivery in the event of a dispute. Registered post or hand delivery are also acceptable.**