

## Certification

There are three sections in the application form which **must** be completed.

Certificate A deals with those sites which are wholly owned by the applicant for at least 21 days prior to the application being submitted. If this is the case then the applicant or agent should sign and certify at this point.

If the applicant does not own all or some part of the site then Certificate B needs to be completed. This should specify who the landowners are and a Notice must be served upon them accordingly and the details of the owner(s) should be completed on the application form along with the date on which they were served notice.

Confirmation is needed whether or not an agricultural holding or croft is part of the site of the proposed development. If this is the case then the owners and agricultural tenants must be notified. Certificate C must be completed by all applicants.

**Every application must have Certificate A and C, or B and C, completed.**

## Neighbour Notification

Where there are neighbours to the development site you must notify them. The Notes for Guidance which accompany the application form explain who has the notifiable interest. Where properties are notified these must correspond to the properties marked up on the neighbour notification plan. You should note that the neighbour notification can only take place in the way specified in the form. It is not possible to use the normal postal service or e-mail.

It is important to note that you must notify the owners or occupiers of neighbouring land as well as buildings.

It is an offence to deliberately fail to notify parties who require notification.

## and Finally...

Please remember to sign and date the form. If you pay by cheque, please make it payable to The Highland Council and don't forget to sign and date it.

You should also note that in some cases where insufficient information is provided the Planning Office may contact you setting out what further information is needed.

When a competent application is lodged and registered by the Planning Authority you, (or your agent if applicable) will receive a letter telling you when the application was registered, advising you of the application number assigned to it by the Council and telling you which officer is dealing with your case.

**If in any doubt, please contact your local Planning and Building Standards Office; details of locations given in Leaflet 1.**

To request this information in an alternative format, e.g. large print, Braille, computer disc, audio tape, or suitable language, please contact George Boyd at 01463 702564.

*This series of leaflets is intended to give you some general advice and guidance on the planning and building control system; they are not a definitive guide to the law. Please note that this series is being added to on a regular basis.*

John D Rennilson, Director of Planning and Development

The Highland Council  
Planning & Development Service



# How to Make an Application for Planning Permission

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Planning & Building Standards  
Help & Advice Leaflets

## Introduction

There are a number of different types of application for planning permission. The differences between them are explained in another leaflet in this series. It is possible to find the forms that you need on the Council's web site ([www.highlandcouncil.gov.uk](http://www.highlandcouncil.gov.uk)). Copies are also available at Council Service Points or at the Planning and Building Standards office for your area – see Leaflet 1 for details. You should note, however, that because the Council has a number of Area Offices the neighbour notification form will be different depending upon where your application site is.

## Planning Applications

Most planning applications are made on a single form. The first thing you need to do is decide what kind of application you are making and tick the relevant box at the top of the form. The applicant must indicate his/her name and address, and, if an agent has been appointed, also the name and address of that agent. If an agent has been appointed, the Council will correspond with your agent. It is important, therefore, to complete the sections of the form relating to applicants and agents as fully as possible so that we know how to get in touch with you.

It must be clear from the application what it is you want permission for. Please describe the proposed development as clearly and precisely as you can. If the application is for a temporary development or use, please specify the time period for which permission is sought. If you know the full postal address of the application site then please show that. If the site is vacant or disused then it is possible to describe the location of the site as, for instance, vacant building plot between 5 and 7 High Street, Any Town.

We will also need to know about servicing of the development and, in particular, which road the site will take access from, how much parking is to be made available and how the water supply and foul and surface water drainage is to be arranged.

For detailed planning applications we will also need to know what the proposed external building materials are to be. These should also be shown on any drawings you may submit.

**Note that if you do not provide all the necessary details, processing of your application may be delayed.**

## Plans

Almost all applications for planning permission of any type must be supported by appropriate plans. These plans must be clear and legible otherwise we may not deal with your application. Some guidance to help you is set out below.

- All plans should be metric and should specify the scale to which they are drawn. You should always include a linear scale. This helps when plans are photocopied or reduced for consultation purposes.
- All plans should show a north point.
- All applications should be accompanied by a location plan preferably on an Ordnance Survey base which you should update to show any new building or development which may not be on the map. The Council can provide location plans for a fee. In town areas the location plan should be at a scale of 1:2500. In rural areas the location plan could be either 1:5000 or 1:10,000.
- In most cases a site plan will be necessary. These are sometimes known as block plans. These should be at a scale of at least 1:200 or 1:500 for individual development sites and

- 1:500 for larger layouts or large scale developments. Site boundaries, access and existing and proposed buildings or uses should be accurately shown on the site plan.
- The whole site for which permission is sought must be outlined in red for the location plan, site plan and neighbour notification plan. The red line should go around the whole of application site including any access road that might need to be built, visibility splays at the point of access to the public road, septic tanks and soakaways etc.
- If the applicant owns or controls any land adjoining the site that land should be clearly outlined in blue on the site plan. It can also be shown on the location plan if the area of ground is extensive.
- Elevations and floor plans should be at a scale of 1:100 detailing existing development and proposed.
- The neighbour notification plan **must** be submitted with the application and must show those neighbours who have been notified along with any other notified parties set out in the certificate accompanying the application.

## Fees

Your application will not be competent and will not be processed if it is not submitted with the required fee. You should contact your local Area Planning & Building Standards Office for information.

Some applications have to be advertised in the press. There is a fee for this, and if you have any doubts as to whether or not your application will need advertisement please contact the local Area Planning & Building Standards Office.