

### 13. Conservation Areas

Explains what a conservation area is, how it is designated, and the protection afforded to conservation areas through the planning system.

### 14. Listed Buildings

Explains what a listed building is, how it is designated, and the protection afforded to listed buildings through the planning system.

### 15. Access and Inclusive Design

Explains the requirements of the Disability Discrimination Act 1995 and the Building Standards (Scotland) Regulations on the need to adopt an inclusive design approach to buildings and space. Also explains the role of the local Disability Access Panels and gives contact details.

## Planning & Building Standards: Help & Advice Leaflets

- No1 How to Contact Us
- No2 The Planning Application Process
- No3 The Building Control Process
- No4 A Guide to Fees (Discontinued)
- No5 How Do I Comment  
on a Planning Application?
- No6 Enforcement Action
- No7 How to Appeal
- No8 Planning Applications and  
Contaminated Land
- No9 How To Make an Application  
for Planning Permission
- No10 Planning and Building Standards  
- An Explanation
- No11 Planning, Archaeology  
and Scheduled Ancient Monuments
- No12 Design Statements
- No13 Conservation Areas
- No14 Listed Buildings
- No15 Access and Inclusive Design

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

# Planning & Building Standards HELP & ADVICE LEAFLETS

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## Planning & Building Standards Help & Advice Leaflets

## Introduction

The Council's Planning and Development Service has prepared a series of leaflets to give some general advice and guidance on the planning and building standards system. These are explained below.

Please note that with ever-changing legislation and procedures, and with the limited space available in each leaflet, these leaflets cannot be a definitive guide to law. You are therefore requested to take further advice as necessary via the staff at your Area office.

## The leaflets available are:

### 1. How to Contact us

Provides details of contact addresses and telephone numbers for the HQ and Area offices of the Planning and Development Service.

### 2. The Planning Application Process

Explains how to submit an application, what happens to the application and to any representations received, and how a decision is taken by the Planning and Building Standards Manager or by Committee.

### 3. The Building Control Process

Explains how to submit an application, what happens to the application in terms of assessment and site inspections, and the certificate of completion. Also advises on enforcement procedures available to the Council.

### 4. A Guide to Fees

This leaflet has been discontinued due to regular amendment of fees. Please seek advice from your nearest office.

### 5. How Do I Comment on a Planning Application?

Explains your right to comment on any planning application, and how to do so – how to make comments, what you can comment on, what happens to your comments, and the Committee decision.

### 6. Enforcement Action

Explains enforcement procedure as part of the planning process. Advises on how complaints are dealt with and the legal steps to be undertaken by the Council.

### 7. How to Appeal

Explains the right of appeal to persons who have received a refusal of planning permission. Advises on what can be appealed, how to appeal and how appeals are processed.

### 8. Planning Applications and Contaminated Land

Explains what to do if land is contaminated or suspected of being contaminated. Advises on the need to take early action and to submit a Contamination Report with your planning application. Details requirements which may be necessary such as conceptual site models, site investigation, risk assessment and remedial plans.

### 9. How to make an Application for planning Permission

Explains the process of making an application. Includes advice on completing the application form accurately, ensuring the plans are also correct, submitting the correct planning fee, and deals at some length with the certification required for owners, tenants and neighbours.

### 10. Planning and Building Standards

Explains that the planning and building standards systems regulate the development of land and buildings in the community but that they are quite separate functions and use different legislation. Advises at some length on the different types of applications.

### 11. Planning, Archaeology and Scheduled Monuments

Explains the legislation which protects archaeological and historic sites, the different types of protected sites, controls placed upon works affecting the sites, and the responsibilities of owners of sites.

### 12. Design Statements

Explains the need to carefully consider the design of building proposals, that design is an important planning consideration. Advises on the purpose of the Design Statement, and refers to available guidance on design via Planning Advice Note (PAN 68) on Design Statements, and The Highland Council guidance on Designing for Sustainability in the Highlands.