

prior notification procedure involves a simplified form and no neighbour notification is required. There are limits to the developments that can be dealt with in this way and you should contact your local Planning & Building Standards Office for advice.

Prior Notification is also required for demolition of dwellings.

## Building Warrant

You should always check with the Area Planning & Building Standards Office to confirm whether a building warrant is required for proposed works. It is sometimes the case that although planning permission is not required, a building warrant is needed. It can also be the case that a building warrant is not required but planning permission is.

To apply for a building warrant you will need detailed drawings prepared by an Architect or someone capable of producing scaled drawings. The fee for a building warrant is based on the cost of works.

Once the Building Standards Officer is satisfied that the drawings comply with current Building Regulations, a warrant will be issued. This warrant is valid for three years.

You must notify the Council when work starts and various inspections will be carried out during the course of construction. Once work has been completed, it is necessary to submit a completion certificate to the Area Planning & Building Standards Office. If the Building Standards Officer is satisfied the work is in fact complete and complies with the Regulations an Acceptance Statement will be granted.

If the works are not completed within the three year period, it is possible to apply for an extension to the warrant by paying an additional fee. If the warrant has lapsed or if you have

carried out works without the benefit of a building warrant, there is the possibility of obtaining a letter of comfort. There is a fee payable for this and the Building Standards Officer will have to inspect the works carried out to ensure they meet Building Regulations.

### Warning

It is important to remember that without a completion certificate being accepted or a letter of comfort being issued, you will have difficulty when you come to sell your property as any unauthorised works are likely to be brought to the attention of the purchasing Solicitor.

Planning and building standards staff are available during office hours (9am to 5pm Monday to Friday) to provide information and advice in relation to planning matters. It will often be more appropriate to make an appointment.

**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.*

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The Highland Council  
Planning & Development Service

Leaflet  
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# Planning and Building Standards - An Explanation

Planning & Building Standards  
Help & Advice Leaflets

## Planning & Building Standards

The Planning and Building Standards systems regulate the development of land and buildings in the community. They are quite separate functions and use different legislation.

Planning is based on the concept that all “material considerations” can be given a fair hearing and due weight in deciding whether or not development should take place. These considerations are many and varied but the most important will be the local Development Plan.

Building Standards are based on the Scottish Building Regulations which are intended to make sure that new buildings, or changes to existing buildings, are safe, structurally sound, fit for purpose and energy efficient.

The systems are there to manage proposed development and uses – eg, to ensure that your house is soundly built and economical to run, that you can enjoy living in and outside it, and that its amenity is not adversely affected by other people’s use of land; and conversely, that it does not affect the amenity of neighbours.

You will probably need both planning permission and a building warrant for your proposal. In a few cases only a building warrant is required and sometimes only planning permission may be needed. It is always advisable to speak to your local Area Planning & Building Standards Office for advice. See Leaflet 1 for details on how to contact your local office.

## Planning Permission

There are many different types of planning permission but this leaflet will give a brief description of the most common types i.e.

- Outline Planning Permission
- Approval of Reserved Matters
- Detailed Planning Permission including Change of Use
- Advertisement Consent
- Listed Building Consent
- Prior Notification

### Outline Planning Permission

Outline planning permission establishes the **principle** of development on a site. You must provide a location plan and a site plan showing the extent of the development site; however, the Council can ask for further information if it considers this necessary. Neighbour notification is required and members of the public have the opportunity to view the proposal and write in with any concerns they have.

Various consultations will be carried out and if necessary the application will be put before the Area Planning Committee. Once permission has been granted it is normally valid for three years.

**No work can start following the grant of outline planning permission until you have approval for any matters which have been “reserved” by the outline permission.**

### Approval of Reserved Matters

This follows on from the grant of outline planning permission. The proposal has to comply with the conditions attached to the outline consent. You will require to provide details of the siting, design and external appearance of all buildings, the means of vehicular access to the site and proposals for landscaping including boundary enclosures. Submission of all of these details must be made to the Planning Authority within three years of the date of outline permission.

### Detailed Planning Permission

You can apply for detailed planning permission from the outset, especially if the land is allocated for development in the Local Plan. Neighbour notification is required in most circumstances.

The Planning Authority requires detailed drawings usually prepared by an Architect or someone capable of producing scaled drawings. Consultations will be carried out but if these are favourable and no letters of representation are received it may be possible to issue a delegated permission. Detailed permission is normally valid for five years.

### Change Of Use

When premises change from one use to another e.g. shop to office, a Change of Use application is required. It is dealt with in the same way as an application for detailed planning permission, and you have five years to implement the change of use. Some changes of use do not need planning permission and you should contact your Area Office for advice.

### Advertisement Consent

Many advertisements need the consent of the Planning Authority; for example, all externally illuminated advertisements need consent. Advertisements are normally signs but other examples are: banners informing the public of coming events, canopies on shop doorways etc. The Regulations are complex and it is always advisable to check with your Area Office before putting the advertisement in place.

### Listed Building Consent

Certain buildings are “Listed” because of their architectural or historical importance. Some minor alterations or installing a satellite dish to a Listed Building may not need a formal planning application but will need Listed Building Consent. There is no fee payable for this procedure but it can be quite a lengthy process as many applications have to be advertised in the local paper and the Edinburgh Gazette before being referred to Historic Scotland. Please see the separate leaflet.

### Prior Notification

This option is mainly used for agricultural or forestry buildings. If the development meets the requirements e.g. size, location and purpose, the