

# PLANNING APPLICATION

(TOWN AND COUNTRY PLANNING (SCOTLAND) ACTS)

**PLEASE READ THE ENCLOSED EXPLANATORY NOTES CAREFULLY BEFORE STARTING. IT IS IMPORTANT THAT THIS FORM IS COMPLETED CORRECTLY TO AVOID DELAYS IN PROCESSING.**

<b>1</b>	<p>TYPE OF APPLICATION I/ we hereby make application for:</p>	<p style="text-align: right;">Planning Permission <input type="checkbox"/></p> <p style="text-align: right;">Outline Planning Permission <input type="checkbox"/></p> <p style="text-align: right;">Approval of Reserved Matters (<i>submission of details following on from an earlier grant of Outline Consent</i>) <input type="checkbox"/></p> <p style="text-align: right;">Listed Building Consent <input type="checkbox"/></p> <p style="text-align: right;">Conservation Area Consent <input type="checkbox"/></p>
<b>2</b>	<p>APPLICANT'S NAME ADDRESS</p> <p style="text-align: right;">POSTCODE</p> <p style="text-align: right;">TELEPHONE NO. <span style="margin-left: 150px;">FAX NO.</span></p> <p>CONTACT NAME (if different)</p>	
<b>3</b>	<p>AGENT'S NAME ADDRESS</p> <p style="text-align: right;">TELEPHONE NO. <span style="margin-left: 150px;">FAX. NO.</span></p> <p>CONTACT NAME (if different)</p>	
<b>4</b>	DESCRIPTION OF PROPOSED DEVELOPMENT	
<b>5</b>	LOCATION OF PROPOSED DEVELOPMENT	
<b>6</b>	EXISTING USE OF LAND / BUILDINGS	
<b>7</b>	<p>EXISTING BUILDINGS Existing buildings on the site will be</p> <p><input type="checkbox"/> unaffected    <input type="checkbox"/> altered/extended    <input type="checkbox"/> demolished    <input type="checkbox"/> changed in use</p> <p>Details:</p>	
<b>8</b>	PREVIOUS DEVELOPMENTS	

**FOR OFFICIAL USE ONLY**

**Application No.**

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**Fees**

Appl.    £

Advert.    £ \_\_\_\_\_

TOTAL

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**Date Paid**

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**Receipt No.**

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**Grid Reference**

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**Settlement**

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**Ward Number**

---

**Local Plan**

Area No.

Status

Insert

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**Type**

Applicant

---

**Application**

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PROPOSED ARRANGEMENTS FOR ROAD VEHICLES

- It is proposed to:-  use an existing access
- improve an existing access
- form a new access

Name of road to which access is required .....

Number of parking spaces to be provided .....

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PROPOSED DRAINAGE ARRANGEMENTS

- a) SURFACE WATER - It is intended to use:
  - a connection to a public drain
  - OR separate soakaways
  - OR another method
- b) FOUL DRAINAGE - It is intended to use:
  - a connection to a public sewer
  - OR an existing septic tank
  - OR a new septic tank
  - OR another method

For **SEPTIC TANK SYSTEMS**, please specify whether the septic tank will drain to:

- the sea
- OR to a watercourse or loch
- OR to a soakaway pit/perforated pipe system

For **SOAKAWAY PIT / PERFORATED PIPE SYSTEMS**, please specify whether:-

- a) Percolation tests have been undertaken in accordance with the British Standard: Yes  No
- and
- b) A signed copy of the Percolation Test results, approved and checked by the Council's Building Control Officer, is attached to this application (see note 10 of the Explanatory Notes) Yes  No

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PROPOSED WATER SUPPLY

- It is proposed to use:  the public supply
- a private supply whose source is .....

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PROPOSED EXTERNAL BUILDING MATERIALS

Outside walls: .....

Roof covering: .....

Boundary enclosures (e.g. walls, fences etc.): .....

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INDUSTRIAL AND COMMERCIAL USES

- Industrial / Commercial questionnaire attached
- Minerals questionnaire attached
- Not applicable

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PLANS

The undernoted plans are attached herewith:

- Four copies of **site plan** numbered .....
- Four copies of **block plan** numbered .....
- Four copies of **floor plan** numbered .....
- Four copies of **cross sections** numbered .....
- Four copies of **elevations** numbered .....
- One copy of a plan showing details of the **neighbouring properties notified**.

For **Mineral Working** applications, please list the numbers of all submitted drawings: .....

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APPLICATION FEE

- A fee of £..... is enclosed with this application.
- No fee is required for this application

**16**

## PUBLICITY FEE

  


A publicity fee of £ ..... is enclosed with this application.

No publicity fee is required with this application.

**NOTICE TO BE SERVED ON LANDOWNERS**

IF YOU DO NOT OWN ALL OF THE LAND OR PROPERTY TO WHICH THE APPLICATION RELATES, YOU MUST NOTIFY THE OWNERS BEFORE SUBMITTING THIS FORM. THE APPLICATION WILL NOT BE PROCESSED IF THIS HAS NOT BEEN DONE.

PLEASE READ THE ENCLOSED EXPLANATORY NOTES CAREFULLY.

If you do not know who owns the land and cannot complete this certificate, or if the application is for underground mining operations, please consult the Area Planning Officer.

**A****FOR APPLICANTS WHO OWN ALL THE PROPERTY***(DELETE this section if not applicable)*

I hereby certify that no person other than myself/the applicant\* was an owner of any part of the land to which this application relates, at the beginning of the period of 21 days ending with the date of the application.

*(You should also complete certificate C below)***OR****B****FOR APPLICANTS WHO DO NOT OWN ANY OR ALL OF THE PROPERTY***(DELETE this section if not applicable)*

I hereby certify that I have/the applicant has\* given the requisite notice to all persons other than myself/the applicant\* who, at the beginning of the period of 21 days ending with the date of the application, were owners of any part of the land to which the application relates, viz.:

*\*Delete as appropriate*

NAME OF OWNER	ADDRESS	DATE OF SERVICE

**AND****C****FOR ALL APPLICANTS**

I further certify that

- 1.\* None of the land to which the application relates constitutes or forms part of an agricultural holding or Registered Croft: OR
- 2.\* I have/the applicant has\* given the requisite notice to every person other than myself/the applicant\* who, at the beginning of the period of 21 days ending with the date of this notice was a tenant of any agricultural holding or Registered Croft, any part of which was comprised in the land to which this application relates, viz.:

*\* Delete as appropriate*

NAME OF OWNER	ADDRESS	DATE OF SERVICE

**NOTICE TO BE SERVED ON NEIGHBOURS**

**THE APPLICATION WILL NOT BE PROCESSED IF THIS HAS NOT BEEN DONE.**

PLEASE READ THE ENCLOSED EXPLANATORY NOTES CAREFULLY

**A** Tick whichever of the following statements is relevant:-

- 1.  I hereby certify that no notification is required, since there are no parties holding a notifiable interest in neighbouring land;  
**OR**
- 2.  I hereby certify that I have/the applicant has\* given the requisite notice to all parties holding a notifiable interest in neighbouring land, whether as owner, occupier or lessee as appropriate (see Explanatory Notes), together with a plan showing the location of the proposed development;  
**OR**
- 3.  I hereby certify that it is not possible to carry out notification in accordance with Article 9(1) to (3), since there are no premises situated on the neighbouring land to which notification could be sent.

**B** List the parties on whom notice has been served:-

1. Where the neighbouring property is **domestic**, list the addresses to which the requisite notices have been sent, addressed to "The Owner" and "The Occupier":-  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

2. Where the neighbouring property is **non-domestic**, list the names and addresses of those persons with a notifiable interest, with a note of their interest (being that of owner, occupier or lessee). If the names and addresses of any of those persons cannot be ascertained, list the addresses of the neighbouring properties concerned to which the requisite notices have been sent, addressed to "The Owner", "The Occupier" or "The Lessee" (or any or all of them, as the case may be).

<u>Name(s)</u>	<u>Address(es)</u>	<u>Interest</u>
		<i>(As owner, occupier or lessee)</i>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

PLEASE USE AN ADDITIONAL SHEET IF THERE ARE ANY MORE NAMES, AND ATTACH IT TO THIS SHEET

**C** I hereby certify that I have / the applicant has\* served notice to the addresses, or on the parties, listed above by:-

- |   |   |
|---|---|
| <input type="checkbox"/> delivering it to them personally     | <input type="checkbox"/> leaving it personally at their address |
| <input type="checkbox"/> the recorded delivery postal service | <input type="checkbox"/> the registered delivery postal service |

**IMPORTANT DECLARATION**

Please ensure that you have completed all of Questions 1 to 16, and the Land Ownership & Neighbouring Property Certificates.  
**I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE PARTICULARS GIVEN ON THIS FORM ARE CORRECT AND COMPLETE.**

SIGNATURE OF APPLICANT OR AGENT .....

DATE .....